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REFERENCE BOOK

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Literature Dept.

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OFFICIAL BULLETIN #1 May 22, 1964

It has been decided that communications within the system on day-to-day progress, personnel changes and general facts that should be known quickly can be accomplished more effectively by an Official Bulletin issued every other Friday. Mimmeographing is the fastest method of printing for wide distribution and these bulletins will be duplicated in that form.

The Colophon, which is multilithed and requires many days of preparation, particularly when photographs are used, will be limited to four or five issues a year. This is mailed to approximately 450 libraries, library schools and colleges where readers are more interested in the general programs of the San Francisco Library system than in information reported in this bulletin.

TRANSFERS

The following transfers become effective June 1, 1964:

E. June White will be Head of the Literature Department with Marian Oberstein as Senior Assistant. Helen Hintereder transfers to the Literature Department.

Betty Rethmeyer will take over the responsibilities of Head of the Business Branch.

Rene Morales becomes Senior Assistant in the Reference Department.

Mary Ashe will be Acting Head of the Golden Gate Valley Branch and Edel Raith will be Head of the Marina Branch.

Brigitte Dickinson goes to the North Beach Branch and Anne Kincaid to Ingleside Branch.

RETIREMENT

The Library won't seem the same without Ruth Isaacs. After 25 years she deserves a good, long rest but that isn't the way it's going to be. Mrs. Isaacs will have her own book shop in a newly remodeled complex of small Victorian houses on bustling Union Street at Buchanan. She's very excited about this and we wish her every success. Leaving does not mean that she can't be heard on KxKx-FM every Tuesday night at eight and Saturday afternoons at 1:00. The program is so successful the station has asked her to stay on and continue under the sponsorship of the Library.

PROMOTIONS

Those who successfully passed the recent examination for promotion to senior librarians are: Beverly Callahan, Karen Scannell, James Reilly, Sally Christopherson, Anne Kincaid, and Rene Morales. Also successful and on the list for openings: Jane Botham, Jennie Wu, and Jacqueline Herschberg.

SELF-CHARGE CIRCULATION SYSTEM TEST

A check with Dorothy Terhaar, Noe Valley, on the Self-Charge Circulating System is encouraging. Although in its first week, there are signs that having patrons fill out slips with their names, addresses, telephone numbers, titles and authors of borrowed books has met with little resistance. About 75% of the patrons at this branch are children and they have taken to the system with enthusiasm. One five year old who was able to print her name to get a library card, did need help in filling out the slip. Teachers' cards are stamped the regular way and kept in a separate file. There are fewer misslipped books. A returned book is matched with the number on the withdrawal slip and the transaction slip; the withdrawal slip is destroyed and the books immediately go back into circulation. The big advantage over Recordak is not having to get those cards back in order to discover overdues. It is too early to comment on the problems of overdues with the self-charge system but we will report on that when Miss Terhaar has given it a fair trial.

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OFFICIAL BULLETIN #2 June 5, 1964

Of Special Importance

Recently we have received several letters from Library patrons protesting about services and particularly about the manner and attitude in which they were served by members of the staff.

Considering the thousands of people who use the library within a given week (for example, a recent survey revealed that over 17,000 people were using the Main Library in a single week) I believe that both our competency of service and the cooperative and helpful manner of the staff is at a high level.

However, I believe that we need to maintain a continuing reevaluation of how we might appear from the public's side of the desk. The very manner in which we glance, the tone and inflection of our voice, and our capacity for patience and genuine goodwill are of utmost importance in our relationships with the public. Sometimes it isn't what we might say, but the manner in which the tone of our voice gives expression to our thoughts. One of the tests of a librarian's full range of skills is his ability to resolve the problems presented by those members of the public who present special requests, or who are already irritated over service problems. In these instances, one must be relaxed, friendly, yet lucid and clear in his explanation. This is as true over the telephone as it is at the desk.

Each librarian should be consistent in carrying out library policies thereby assuring the public that concessions will not be granted on a personal basis in one branch or department while it is refused in another. Wheeler and Goldher states that "Customer satisfaction is the real test of a library's effectiveness", and we should always hold this uppermost in mind when we are servicing the public.

WILLIAM R. HOLMAN, City Librarian

REGISTRATION DEPARTMENT

As a result of a study the following changes are immediately effective in Registration procedures:

1. All staff members are to obtain regular library cards and check out books through the usual procedure for all patrons. Staff privileges have been discontinued.

2. Guarantor cards are eliminated except for persons under 18 years of age. In cases where an applicant has absolutely no adequate identification, have him address a postal card to his current address and return with the card when received. This will show proof of residence. Postal cards will be supplied by the library and postage paid by the library. Stamp the branch name or San Francisco Public Library, and have the person at the library desk initial below the stamp.

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3. On books returned by mail, fines for amounts under $1.00 will not be figured and recorded.

Effective after July 1, 1964, the Main Library will send its overdues printed from the Reader-Printer. This machine scans Recordak film for overdues and automatically prints out a copy of the filmed transaction. This allows tremendous savings in labor and space.

The Registration files are currently being purged:

1. All delinquent accounts under $10.00 before 1961 are being abandoned.

2. All tax collector accounts under $50.00 before 1961 are being abandoned. The tax collector files will also be cleared.

3. Applications over three years old are being cleared.

Please clear your files accordingly.

It is hoped that these measures will simplify work procedures and lighten the current work burden in the Registration Department, so that the issuing of library cards and the typing of overdue accounts can be brought up to date.

BRANCH LIBRARIANS

Representatives of the Federation of Municipal Employee's group insurance program have been authorized to contact you in your branch. This is in regard to their insurance program.

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At 8:30 on June 12, prior to the Branch Fiction Meeting, there will be a brief general meeting for Branch librarians.

STUDY OF MAIN LIBRARY BUILDING FACILITIES

The report prepared by C.M. Mohrhardt and R.A. Ulveling, Detroit library consultants together with San Francisco architect John S. Bolles, recommended that a completely new Main Library be constructed in Civic Center. Presented to the Library Commission June 3rd, the study

indicated that the present building if remodeled would cost $6.5 million and would be a stopgap solution which could not get rid of fundamental architectural deficiencies and would be too inflexible for the projected growth of library service.

For a cost of $8.5 million an entirely new structure could be constructed on a new site directly across Fulton St. which would correct the deficiencies of the present facility (detailed in the 109 page report) and provide for growth predicted to double the collection to one million volumes by 1976.

The Commissioners will further study the report and investigate community reaction to the recommendation before making a recommendation as to what source of action the Library should pursue.

A copy of the report will be available in the Staff Professional Library shortly.

1964-65 BUDGET

The total operating budget for the fiscal year will be $2,899,324 as compared with the $3,153,578 requested.

Following are the results of three items that would have meant better service to our patrons: The book budget was cut from a requested $440,000 to $381,150. $108,779 was asked for equipment but reduced to $36,907. All of the 27 new jobs in the budget were deleted - 7 clerk-typists, 6 senior clerk-typists, 4 clerk-stenos, 2 investigators, 2 watchmen, 2 tabulating machine operators, 3 permanent pages and an illustrator and art designer.

On the bright side, $82,000 was allowed to create subject departmental catalogs in the Main Library. The book budget was increased by $16,150 and the McNaughton Plan was extended to smaller branches by a budget increase of $15,000.

In lieu of the critical shortage of clerical staff the Library Commission is considering the idea of submitting a supplemental budget request in September.

MAIN LIBRARY STAFF BADGES

Badges, color coded by department, are now being worn by employees in the Main Library. The purpose of these badges is better security Any person found in an unauthorized place and not wearing a badge may now be challenged.

DEADLINE

Deadline for items to be published in the next issue of the Official Bulletin is 12 noon, Thursday, June 18.

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OFFICIAL BULLETIN #3 June 19, 1964

REGISTRATION DEPARTMENT

Re Official Bulletin #2, dated June 5, 1964, Item 2. As a result of some questions which have arisen regarding the procedure, this change which eliminates Guarantor cards for adults is outlined in greater detail:

2. Guarantor cards are eliminated except for persons under 18 years of age. In cases where an adult applicant claims he or she is a resident of San Francisco but has no adequate identification, have him address a postal card to his current address and return with the card when received. This will be accepted as proof of residence. Postal cards will be supplied by the library and postage paid by the library. Card will be mailed the following day.

When the applicant brings in the postal card, have him fill out an application, compare writing with postal card, note "P.C." for Postal Card on application and initial, then destroy postal card. The application then can be included in branch envelope and will be processed in the regular manner. A patron is permitted to take out two books on the application.

Postal cards should be stamped "San Francisco Public Library" on the reverse side from the address and will be accepted as proof of residence at Main or Branches.

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Delinquent accounts under $10.00 will no longer be cross-referenced with parent or guardian at the Registration. One child will not be denied library privileges if another member of the family does not have a clear record.

When overdue books are received by mail, no record will be made of fine due if the amount is less than $1.00.

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TECHNICAL SERVICES DEPARTMENT

There is available in the Technical Services Department equipment for gathering pages of a booklet, etc. and for stapling thin booklets, folders and lists of several pages. The gathering racks (3) will each hold 12 pages and by using both hands in the process, the time for assembling many pages is considerably reduced. The foot-powered stapler has accessories for either saddle-stitching or flat-stitching and for the use of different size staples according to thickness of booklet. An electric jogger, folder and perforator are also among the multilith operator's equipment. A library page can be instructed in the use of these mechanical aids very quickly. If a department or branch has a project of this kind, please contact Mr. Fundis in Catalog Department to make arrangements to use the equipment there.

PERSONNEL EVALUATION PROGRAM

The Personnel Department has prepared a first draft of a suggested detailed form to evaluate staff members within a formal and defined framework. This will be for the purpose of aiding administrative review and decision, for the maintenance of more adequate personnel records, and as a tool to aid the employee and supervisor through creation of a more understanding work situation. An evaluation will be made of each person June 30th each year. A joint evaluation will be made when an employee has served in different departments during the year. After the overall rating is made, it will be discussed by the supervisor with the librarian and signed by both. Another form is being prepared to evaluate every non-librarian employee one month after entrance into Library service.

ANY INFORMATION ON LOCAL ARTISTS?

Art and Music is attempting to make its file on Bay Area artists as complete as possible. If you visit a gallery where the works of one or more artists are being shown, please pick up any give-away materials and send them to Janina O'Hanrahan, Art and Music Department. Also, if you have a friend or acquaintance who is an artist, please call her.

BOLAND APPOINTED

Stuart M. Boland, Chinatown Branch, has been appointed to the Committee of the California Library Association for 1965 National Library Week. The appointment was made by CLA President, Everett T. Moore. Boland will serve with Carl Hamilton of Southern California.

WORLD'S FAIR ASSIGNMENTS

Lucille Carpenter, Reference Department, leaves in July for six weeks of work at the "Library USA Exhibit" at the New York World's Fair. Jennie Wu, North Beach Branch, has been selected for a similar assignment beginning in September.

DEADLINE

Deadline for items to be published in the next issue of the Official Bulletin is 12 noon, Thursday, July 2.

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OFFICIAL BULLETIN #4 July 3, 1964

"SELF-CHARGE" SYSTEM IN TWO MORE BRANCHES

Due to the success of the "self-charge" system at Noe Valley, on July 9 Ingleside and Potrero will make the change over in an attempt to reduce the annual loss in missing and damaged books. Richard Coenenberg will assist Alice Thomas for a week and Dawn Panasenko will be at Ingleside with Anne Kincaid.

ATTENDING ALA CONFERENCE IN ST. LOUIS

San Francisco Public Library is well represented at the 83rd Annual Conference in St. Louis this week by Mrs. J. Henry Mohr, William Holman, Mrs. Stopple and Miss Morris. Among the 24 members elected to the Association's governing body, the ALA council, were Mr. Holman and Harold Martelle. Elected vice-president and president-elect of ALA was Robert Vosper, University Librarian and Professor of Library Service, University of California, Los Angeles. President-elect Edwin Castagna, Director, Enoch Pratt Free Library, Baltimore, was inaugurated as president. Mr. Vosper becomes president in 1965.

SUMMER READING PROGRAM

Children's librarians report that the participation in this year's Summer Reading Program is three times greater than last year. Those who entered last year are entering again and bringing their brothers and sisters who have reached the age of eight.

FOREIGN COLLECTION QUESTIONNAIRE

Helen Hintereder has made up a questionnaire in German, Italian, French, Spanish and English for patrons of the foreign collection in the Literature Department. They are being asked what books they would like added which will be a big help in book selection.

BROCHURES AVAILABLE

The Public Relations Department has an ample supply of "This Is Your Library." Please send a note or call Ext. 559 if you need more.

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ONE PURPOSE OF THIS OFFICIAL BULLETIN

SAN FRANCISCO PUBLIC LIBRARY

The following information on the changes in the telephone service is an example of how this bulletin will cut down on so many staff memos, etc. being printed and distributed. Ordinarily it would have been handled as a separate project, but a great deal of time and effort will be saved by including it here. Please keep this in mind when you have information of interest to the staff. Send it to the Public Relations Department by the Thursday before the Bulletin is due.

CENTREX

Effective at the start of business on Monday, July 13, 1964, the new telephone installation, Centrex, will be in operation. It is anticipated that Centrex will provide better telephone service between City and County offices and between these offices and outside callers.

Major features of Centrex of importance to the Library's operations:

1. Direct Inward Dialing (DID).
2. Elimination of night number connections, Main Library.
3. Branch Libraries to be included in the Centrex installation.
4. Transferring of Incoming Calls.

Direct Inward Dialing. By July 13, or within a few days thereafter, a new City Hall telephone directory will be published and distributed containing all the new Centrex locals. These numbers will differ from our present locals primarily in the fact that they will contain four digits instead of the present three. Patrons or others calling from outside need add only KLondike 8 as a prefix to the four digit local to reach a particular department or office. These calls will bypass any operator. The new numbers for the public service departments and branch libraries will also be listed in the new San Francisco Telephone Directory to be distributed in late August or early September. Until that time calls placed to the old numbers will be intercepted automatically and the new numbers given to callers.

Elimination of Night Number Connections. At present, not all Main Library departments and offices have night numbers. Other departments—that do have night numbers have only one incoming line. These shortcomings will be eliminated with Centrex. Since DID is possible at any time, the telephones in public service departments will operate in the same manner after 5:00 P.M. and on Saturdays as they do during the other hours the Library is open.

Branch Libraries to be Included in the Centrex Installation. Calls between branches or between Main Library departments and branches will be expedited by the Centrex installation, since all branches will be assigned four digit Centrex locals. This will eliminate "outside" calls between our own agencies, and the calls will bypass any operator.

Transferring Incoming Calls. Calls may be transferred between Main Library departments which have Call Director instruments installed using the intercommunication (COMM) line just as at present. Calls to be transferred to a department or office without a Call Director, or to a branch library, will still be transferred through the City Hall operator. The procedure for alerting the City Hall operator will change, however. Instead of "flashing" the operator (by depressing the switchhook several times), depress the switchhook all the way down just once and release immediately. When the operator answers, ask her to transfer the call to the person or department desired.

Other Points of Information about Centrex:

1. To call outside, listen for dial tone and dial "9". When you hear dial tone again, dial the number desired. Permission must still be obtained for other than local outside calls.

2. A new "master" number, KLondike 8-6161, will replace HEmlock 1-2121 after July 13. The new telephone directory will contain a statement that this number should be dialed if the caller needs assistance in contacting a particular City department or office. However, it will be to your advantage and will speed service, particularly for those people who call you regularly and know your present extension, if you will inform them of your new Centrex local.

3. "Winking" Hold. When an incoming call is held by depressing the Hold button on Main Library telephones, the light associated with the held line will wink with the changeover to Centrex. This is a reminder that a caller is waiting on the held line. Since the light for winking hold flashes at a rate approximately twice as fast as the light signaling a new incoming call, it is very easy to distinguish between the two.

If you have any questions regarding the use of Centrex, please contact the Secretary's Office.

DEADLINE

Deadline for items to be published in the next issue of the Official Bulletin is 12 noon, Thursday, July 16.

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OFFICIAL BULLETIN #5 July 17, 1964

STAFF LECTURE SERIES PLANS

The Staff Lecture Series will become a reality on August 20th when Adrian Wilson, local independent book designer and printer, will visit the Main Library to discuss "Diverging Poles of Book Design" with members of the San Francisco Public Library staff.

Mrs. Nancy Nee, Chairman of the lecture series reports that her committee is planning to sponsor four lectures a year. "We are making every effort to provide stimulating, professionally profitable and refreshing speakers," she stated. "Numerous ideas are under consideration but we certainly will welcome any suggestions. The only limitations are that the subject matter should be related to the Library and, of course, we are unable to pay the speakers a fee."

Further details concerning Mr. Wilson's appearance will be available at a later date.

EVERY DAY IN EVERY WAY THINGS ARE GETTING BETTER AND BETTER.....

Judging by the noise and dust, work on the new Science, Business & Technology Department is finally underway. Plans call for this extensive improvement in Main Branch facilities to be completed about November 1st.

Beginning on Monday (July 20) the charging desks in seven branches will be completely remodelled. First in line are Noe Valley and Presidio. They will be followed by West Portal, Anza, Mission, Golden Gate Valley and Sunset .... in about that order.

The new self-charging system was introduced in the Ingleside and Potrero Branches on July 9th. Reports so far have been very encouraging. Mission will be next .... on July 30th.

RECEPTION IN CHILDREN'S DEPARTMENT

A reception honoring children's authors and special guests will be held in the Children's Department on Wednesday, July 28, from 4:00 to 6:00 P.M. Among the notables expected are Harry Courtlander, Leone Garvey, Doris Gates, Alice Marriott, E. B. Spiller, Rosemary Sprague and Velma Varner.

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FILM SERIES

We continue to receive questions concerning the film series which was discontinued several weeks ago due to the construction of the new Science, Business & Technology Department. There are presently no plans to re-institute this program in the future. We're sorry, but we just don't have room.

NEW FACE

David E. Belch has joined the Library as Public Information Officer. Mr. Belch has an extensive background in commercial public relations. He and his wife Valerie have a daughter, 3, and spend their spare time working on their turn-of-the-century home, gardening and playing bridge. Belch succeeds John Pearson who is planning a European trip.

MEETINGS

The Non-Fiction Meeting will be held on Friday, July 31st.

The Branch Meeting will be held at 9:A.M., Friday, August 7th, in the Commissioners' Room.

DEADLINE

Information for the next Official Bulletin should be delivered to the Public Relations Department by noon, Thursday, July 30th.

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OFFICIAL BULLETIN #6 July 31, 1964

MISSION BRANCH ON SELF-CHARGE

Mission Branch was converted to Self-Charge on July 30th. It is hoped that the new system will cut down the large number of overdue and lost books at this branch. Mr. Coenenberg and Mrs. Fanasenko both assisted Mrs. Parker in instituting the system.

GLEN PARK BRANCH MOVES

The Bosworth Street quarters of the Glen Park Branch are being vacated and Mrs. Fowler hopes to be in their new home at 2909 Diamond Street on or about August 10th. Library hours will remain the same in their new location,for the present at least. Until Glen Park reopens, patrons have been advised that they may return library materials to any branch or the Main Library.

COPY MACHINES

The Vico-Matic coin-operated photocopy machines located in the Main Library now operate for 10¢, a reduction of 5¢ from the original price. Staff members needing photocopies made are requested to use the Xerox machine in the Annex. If you insist on using the Vico-Matic machines, please be prepared to supply your own dime. Do not ask the staff of the Reference or Periodicals Departments to copy material for you on the Vico-Matic .... they have been instructed not to do so.

McNAUGHTON INVENTORY

Miss Collopy is presently conducting an inventory of the 1962 McNaughton Books. Staff members are asked to look under beds, etc., and return any that are found.

MEETINGS

Friday, August 7 Branch Meeting Commission Room 9:00 A.M.

DEADLINE

Material for the next Official Bulletin should be turned in to the Public Relations Office by noon, Thursday, August 13th.

SAN FRANCISCO PUBLIC LIBRARY

OFFICIAL BULLETIN #7

TELEPHONE CHANGES

As 34 people have brought to our attention, the publication "Your Public Library" lists the old phone numbers for the branches and the Main Library. As we have a large supply of this publication on hand and because it will be necessary to revise and reprint it before the end of the year it is impossible to reprint simply to correct the telephone numbers. For this reason we have printed an insert, listing the correct telephone numbers, and all branches and departments are being sent a supply. If you need additional copies of "Your Public Library" or the insert, please call the Public Relations Department.

SAN FRANCISCO INTERNATIONAL FILM FESTIVAL

The 8th Annual San Francisco International Film Festival, sponsored by the San Francisco Art Commission, will be held October 14 through 27th at the Coronet Theatre. The Library has been asked to cooperate through preparation of displays or exhibits. The Film Festival can supply us with posters, schedules, still photographs, blow-ups, film cans and reels of movie film. It is suggested that displays start about one week prior to the festival.

Would the Principal Librarian at each branch please contact Mr. Belch in Public Relations and let him know:

a. Do you want to have such an exhibit?
b. How much space can be devoted to it?

REMINDER

The first of the Staff Lecture Series will be held Thursday, August 20th, at 3:30 P.M. in the Commission Room. The speaker will be Adrian Wilson.

All staff members have been requested to R.S.V.P.; very few have. Please let us know if you will attend.

VIC HELLMAN RETIRES

More than one new Library employee has been told, "If you are in trouble and need to get something done, just call Vic Hellman." Vic's warm smile and "can-do" attitude have been part of the San Francisco Public Library for 32 years. Vic is now retiring and his many friends will certainly miss him. We all extend our wishes for good luck, good health and good times in his retirement.

MAIN LIBRARY STAFF MEETING

Mrs. Stopple has instituted a series of Main Library Professional Staff Meetings to familiarize all staff members with the facilities, services and problems of each of the departments in the Main. As the completion of subject departmentalization is neared, it becomes ever more important that we know not just the resources of our own departments, but those of the entire library.

The first meeting will be held at 8 A.M. on Wednesday, August 19th, in the Periodical Room. Subject of the meeting will be the Periodical Department.

NOTES FROM THE ANNEX

William Gilden, Senior Librarian in the Catalog Department, has resigned to take a position with the California State Library.

Mrs. Anna Mae Lane is now Supervising Cataloger, and all communications regarding cataloging matters should be directed to her.

MEETINGS

Children's Librarians	Friday, August 21	9:00 A.M.	Children's Room
Non-Fiction Book Selection	Friday, August 28	8:30 A.M.	Commission Rm.

DEADLINE

The deadline for the next Official Bulletin will be Thursday, August 27th.

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OFFICIAL BULLETIN # 8 August 31, 1964

MORE FUNDS REQUESTED

Mr. Holman has submitted to the Library Commission a request for a budget supplement totaling $127,150.00. His request covers those items submitted in the 1964-65 budget, approved by the Library Commission and the Mayor's Office but deleted by the Board of Supervisors. Involved are 14 clerical positions, an investigator, additional periodical subscriptions, shelving, desks, chairs, typewriters, lockers, and a $50,000 addition to the book budget.

We in the Library understand the vital need for these additions ..... so keep your fingers crossed, say a prayer, or just think good thoughts.

SPOKEN WORD RECORDS COLLECTION

The long planned collection of spoken word records is finally underway, Mrs. June White, Head of Literature reports. Sixty records (30 titles) were received this week and regular additions will be made. This collection which includes readings of poetry and drama and foreign language instruction will include about 1,400 albums when completed. Plans call for the installation of one or two record players in the Literature department when funds are available.

PERSONNEL TRANSFERS

On Monday, September 31st, City Librarian Holman met with Mayor Shelley and John Jeffery of the San Francisco City & County Employees Union. The Mayor expressed his continuing support of the Library administration and confidence that personnel assignments and transfers are being made in a manner consistent with city policy. Mr. Holman reported to the Mayor that the Librarian's Advisory Council had discussed the idea of creating a grievance committee to consider complaints concerning personnel matters and make recommendations to the City Librarian.

MISCELLANEOUS REPORTS

The Bookmobile Story Telling Project at Hunters Point has been concluded and was considered a great success.

Formal dedication of the Special Collections and Rare Books Department is scheduled for October 1st. We understand that the department has received several valuable gifts recently, but formal announcements must wait.

Main has received a coin-changer which will be installed adjacent to the Registration Department. Half-dollars, quarters and nickels deposited will return in dimes.

The Summer Reading Program will be concluded this week. The over 800 young people who participated will receive certificates at a ceremony to be held on September 20th.

The "Self-Charge" circulation system was introduced into the Portola and Bayview branches effective August 27th.

STAFF CHANGES

Effective September 1st, Mrs. Mary Moses becomes Acting Chief of Branches. Mrs. Marjorie Hall will be temporary Head of Reference. Miss Rose Suttey has been transferred from Anza Branch to the Catalog Department. Miss Loretta Gill is temporarily in charge of Anza Branch, and Mr. Gilbert McNamee has temporarily transferred from Circulation to Anza Branch. Mrs. Fern Lynch, clerk at Anza has transferred to Registration.

LIBRARY GUESTS

Fossibly the world's prettiest librarian visited Main on August 21st. Miss Gemma Teresa Guerrero Cruz, this year's "Miss Philippines" and winner of the title, "MISS INTERNATIONAL BEAUTY OF 1965" at the recent Long Beach beauty contest, is an historical writer and researcher for the National Museum in Manila. Being interested in research ourselves, we learned that Miss Cruz is 5' 10" and measures 37-25-37 in the usual places.

Ingri and Edgar Parin d'Aulaire, distinguished authors and illustrators of children's books, were guest speakers at the Children's Book Meeting, August 21st. Their picture biography of Abraham Lincoln won the Caldecott Medal. The d'Aulaires' visit was arranged by Miss Morris.

Miss Anthorn Viravathana of Bangkok, Thailand, who will study Library Science at Indiana University this Fall was another recent visitor.

STAFF LECTURE SERIES

The 70 staff members who attended the first Staff Lecture enjoyed a very entertaining and informative lecture by Adrian Wilson. Mr. Wilson presented a capsule history of book design and showed colored slides illustrating modern trends in this field.

The second of the Staff Lecture Series will be "The History of Comedy" presented by the Actor's Workshop on October 22nd.

NOVEMBER 3rd IS ELECTION DAY

Don't lose your vote! Unless you are a registered voter on or before September 10th, you will not be able to vote in November. Ed Fundis (Catalog Department) is a Deputy Registrar and will be glad to put you on the voters' roll. Go see him today.

MEETINGS

The San Francisco Human Rights Commission, recently appointed by Mayor Shelley, will hold its meetings in the Library Commission Room. Their first meeting will be on Wednesday, September 2nd at 2:15 P.M. In the future they will meet weekly at 2:00 P.M. on Mondays.

The Library Commission will meet at 3:30 P.M. on Tuesday, September 1st.

The Summer Reading Program Committee will meet at 2:30 P.M. on Wednesday, September 2nd.

The Branch Library meeting will be at 8:30 A.M., Friday, September 4th.

DEADLINE

The deadline for the next Official Bulletin will be Thursday, September 10th.

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OFFICIAL BULLETIN # 9

September 14, 1964

NEEDED - CIVIL RIGHTS VOLUNTEER

The Council for Civic Unity is looking for a volunteer librarian -- either retired or employed -- to finish up the preparation of a bibliography on the history and current picture of the Civil Rights Revolution. It is necessary to check their card file listings against recent publishers lists and to categorize the publications. Anyone interested should call Mrs. Cushing, Exbrook 2-3877.

SUMMER READING - AWARDS CEREMONY

Staff members are cordially invited to attend the second annual Awards Ceremony for the Summer Reading Program in the Continental Ballroom of the San Francisco Hilton Hotel, on Sunday, September 20th at 2 P. M. Seating is limited and probably will not be available for staff. If you plan to attend, please notify Miss Schwabacher, West Portal Branch.

"SELF-CHARGE" MARCHES ON

Now in full operation at Portola and Bayview, "Self-Charge" will be introduced next at Oceanview (September 17th) and Presidio (September 24th). As part of the change-over, a single due-date per week is being established at all branches and Main this week. The single due-date will simplify dating and overdue procedures. Also underway is a completely new form for book pockets and cards. The changes are being made to facilitate the copying directions given to patrons in the "Self-Charge" circulation system. Call numbers will be on one line and short titles will be used. Authors on non-fiction will be eliminated.

EXCELSIOR BRANCH MOVES CLOSER

The Finance Committee of the Board of Supervisors decided last week not to include a neighborhood parking lot in the plans for the new Excelsior Branch. With this obstacle disposed of, the architect can proceed with final plans.

EXHIBIT ROOM BEING REMODELED

The contractors have moved into the Exhibit Room and have started work. Nobody will make any promises, but we have hopes that this job will be finished by the first of October.

CORRECTION

In the last bulletin we reported that the San Francisco Human Rights Commission would be meeting in the Library Commission Room on Mondays --- things are changed --- they will be meeting each Thursday afternoon. We were also host last week to the organizational meeting of the Mayor's Anti-Poverty Council.

COMING EVENTS

Main Library Staff Meeting will be held at 8:00 A. M. on Thursday, September 17th in the Reference Room.

Children's Librarians - will meet at 9:00 A. M. on Friday, September 18th in the Main Children's Room. Guests will be Elizabeth Friemood, Nancy Faulkner and Mrs. Zoe Sherbwine, authors of books for older children.

Non-Fiction Book Selection will be Friday, September 25th, 9:00 A. M. in the Commission Room.

Dedication of the Rare Books and Special Collections Department will be held on Thursday, October 1st.

DEADLINE

The deadline for the next Official Bulletin will be Thursday, September 24th !

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PERIODICAL DEPT.

SAN FRANCISCO PUBLIC LIBRARY

SAN FRANCISCO

OFFICIAL BULLETIN #10

September 25, 1964

RARE BOOKS DEDICATION

The Rare Books and Special Collections Department will be officially dedicated on Thursday, October 1st, at 4:00 P.M. A gala afternoon has been planned. Chairman of the day will be Nat Schmulowitz; Dr. James D. Hart of the University of California will speak on Rare Books in the Public Library; Mrs. J. Henry Mohr, President of the Library Commission, and Mrs. Carl W. Stern, President of the Friends of the San Francisco Public Library will also participate. Music will be provided by Margaret Fabrizio on Harpsichord and George Houle on oboe. This will be an event that everyone will want to attend.

MORE ABOUT RARE BOOKS.....

Mr. Holman announces that San Francisco political philosopher-longshoreman, Eric Hoffer has donated 23 of his day and notebooks to the Library. Louis Lurie has donated his collections of theatre programs, clippings, announcements and scrapbooks. These valuable gifts and materials from the Richard Harrison Collections of Calligraphy and Lettering, the Schmulowitz Collection of Wit and Humor, the Max J. Kuhl and Phelan Collections will be exhibited.

AND YET MORE.....

In honor of the dedication of the Rare Books Department two of the outstanding Bay Area bibliophiles are loaning collections to the library for exhibit this month. Theodore Lilienthal has loaned us his Robinson Jeffers Collection which is the most distinguished private Jeffers collection in the country. (2nd Floor) Robert Grabhorn has loaned us his collection titled, "The Craft of Printing ... The Technique and the Art." (3rd Floor)

NEW FACES .....

September has seen the addition of nine new faces to the professional staff. We are certainly glad to have these trained librarians with us and hope that they will enjoy their association with the San Francisco Public Library. Our new co-workers are: Mrs. Linda Blum assigned to Circulation; Mrs. Doris McDonald assigned to Reference; Miss Shelley Lemon assigned to Literature; Miss Deanna Yabitsu assigned to Main Children's Room; Miss Margaret Walsh assigned to Reference;

Mr. George J. Alfred assigned to Anza; Miss Carol F. Garner assigned to Presidio; Mrs. Laurie J. May assigned to Circulation; and Miss Barbara L. Rupp assigned to Main Children's Room.

AND ... NEW PLACES

There have also been a number of transfers ..... Miss Geraldine Whitney has moved from Circulation to head of Marina Branch; Miss Mary Ashe from Golden Gate Valley to head of Circulation; Miss Edel Raith from Marina to head of Golden Gate Valley; Miss Audrey Wood from Ingleside to head of Potrero: Mrs. Alice Thomas from Potrero to head of Anza; and Mr. Gilbert McNamee from Anza to Business Branch.

ONE BIG GIVE

The United Bay Area Crusade is underway and you will shortly receive a pledge card from Mrs. Avis Stopple who heads the drive in the Library. Please plan to give generously.

LIBRARY VISITORS

Samuel Wassermann, Chief Librarian of the Israeli Parliament, visiting the United States under the auspices of the State Department toured the Main and several branches on September 22 and 23. Also visiting on September 22 was Marsha Brown, Caldecott winning author-artist.

MEETINGS

Branch Librarians will meet on Friday, October 2 at 8:30 A.M. in the Commission Room.

The Library Commission will meet on Tuesday, October 6 at 3:30 in the Commission Room.

ACL will meet on Thursday, October 8, at 9:00 A.M. in the Exhibit Room.

Fiction Book Meeting, Friday, October 9 at 9:00 A.M. in the Commission Room.

DEADLINE

Copy for the next Official Bulletin must be turned in to the Public Relations office by Thursday, October 8.

SAN FRANCISCO PUBLIC LIBRARY

OFFICIAL BULLETIN #11

October 13, 1964

CLA CONVENTION

The California Library Association Convention will be held in Los Angeles, November 2 through 7.

Librarians are encouraged to attend and participate in professional meetings and conferences. The number of staff members who can attend any one function is dictated by departmental and branch schedule requirements. Requests should be made through your immediate supervisor, with a carbon to your respective Chief of Branches, Main Library, or Technical Services. In turn, they will consult with Mr. Martelle and grant permission to those librarians whose schedules can be accommodated. Those who do attend such conferences are required to prepare written reports on the convention's program. These reports will be summarized and published in the official bulletin.

ALA MEMBERSHIP DAY

October 28th is ALA Membership Day. As mentioned above, participation in professional associations is encouraged.

STAFF LECTURE SERIES

The second Staff Lecture will be held on Thursday, October 22nd, at 3:30 in the Exhibit Room. In keeping with the policy of entertaining as well as informative programs, Mrs. Nancy Nee announces that this program will feature the Actor's Workshop presentation, "The History of Comedy." Scenes from Greek to contemporary comedy will be presented. This program will last about one hour. Invitation-reservation forms will be distributed soon.

SELF-CHARGE COMES TO MAIN LIBRARY

At the Main Library Professional Staff Meeting at 8:00 A.M. on Wednesday, October 21st in the Commission Room, Mr. Coenenberg and Mrs. Fanasenko will make a presentation on the new charging system to be instituted at the Main Library soon. BE SURE TO ATTEND!

ROBERT FROST MEMORIAL LECTURE

Richard Eberhart, poet in residence at Dartmouth College and recent winner of the Bollingen Prize will give the First Annual Robert Frost Memorial Lecture in the Literature Room on Wednesday evening, October 28th. Admission is free. This outstanding event is sponsored by the Friends of the San Francisco Public Library, The Poetry Center and the California Friends of Robert Frost.

NEW FACE

Our welcome to another new librarian, Mrs. Joan Dillon who is in Circulation. Mrs. Dillon comes to the San Francisco Public Library from North Bay Cooperative Library where she was Children's Library Consultant.

CHANGE

A coin changing machine is now installed in the Registration Department, 1st floor. This should alleviate requests for change in the various departments.

MEETINGS

Children's Book Selection Meeting will be held Wednesday, October 14th.

Children's Librarians will meet on Friday, October 16th.

Main Library Professional Staff Meeting will be Wednesday, October 21st, 8:00 A.M. in the Commission Room.

Staff Lecture Series, "History of Comedy," Thursday, October 22nd, 3:30 P.M. in the Exhibit Room.

DEADLINE

Material for the next Official Bulletin should be turned in by noon, Thursday, October 22nd to the Public Relations Department.

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SAN FRANCISCO PUBLIC LIBRARY

OFFICIAL BULLETIN #12

October 23, 1964

NEW COMMISSIONER APPOINTED

Mayor Shelley has announced the appointment of Mrs. Elsie Lisle to the Library Commission. Mrs. Lisle is an officer of the Office and Professional Employees Union, Local 3. She replaces Mrs. Bertha Metro who resigned.

RENEWAL OF LIBRARY CARDS

The revised procedure of accepting expired library cards as identification for renewal applies only to Regular Adult cards. This is outlined in the Branch Manual (7/27/64) on pages 1 through 5 under the rules governing regular Adult Borrowers' cards.

PERSONNEL TRANSFERS

Mrs. Mary McDonald has been transferred from Parkside to Sunset. Mrs. Jennie Lim and Miss Jennie Wu are trading assignments. From now on Mrs. Lim will be at North Beach and Miss Wu at Chinatown. Miss Elizabeth Khachadoorian is moving from North Beach to Parkside.

VISITORS

Early this month Miss Kyoko Matsuoka, Children's Librarian at the Osaka (Japan) Municipal Library visited Miss Morris and the Children's Room. Miss Matsuoka was in this country as traveling companion to "Miss Osaka" sho was on a Sister City Exchange Visit. She brought us five beautiful Japanese children's books, and Miss Morris sent back to Japan with her several children's books about San Francisco.

Also visiting the Children's Department was Miss Janet Hill, Borough Librarian from Lambeth, London, England.

DRAWING

The drawing for the $25 Savings Bond offered in the Staff Association Raffle will be held at the Association Business Meeting at the Palace Hotel on Sunday, October 25th, instead of Friday, October 23rd, as was previously announced.

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STORY HOURS

Miss Morris announces that the Fall series of story hours will begin next week with Halloween stories. Programs for School Age Children will be held:

Main Library	October 27	4:00 pm
Ingleside Branch	October 27	3:30 pm
West Portal Branch	October 28	3:30 pm
Anza Branch	October 28	4:00 pm
Portola Branch	October 28	4:00 pm
Richmond Branch	October 28	4:00 pm
Eureka Valley Branch	October 29	4:00 pm
Presidio Branch	October 29	4:00 pm
Mission Branch	October 30	4:00 pm
Ocean View Branch	October 30	4:00 pm

Story Hours for pre-school age children will be held weekly at the following branches:

Main Library	Tuesdays	10:30 am
Eureka Valley Branch	Tuesdays	10:15 am
Richmond Branch	Tuesdays	10:30 am
Merced Branch	Wednesdays	10:30 am
Anza Branch	Wednesdays	10:00 am
Parkside Branch	Wednesdays	10:30 am
Ingleside Branch	Thursdays	10:30 am
Golden Gate Valley	Fridays	3:30 pm

BAD NEWS

Due to circumstances beyond our control the Library will be closed on Tuesday, November 3 ..... Election Day.

Even worse ...the Library will be closed on Wednesday, November 11..... Veterans Day.

Volunteers wishing to keep the Library open on these days should apply to Mr. Martelle.

MEETINGS

Non-Fiction Book Meeting..... Friday, October 30th
Branch Librarians ..... Friday, November 6th

DEADLINE

Stories for the next Official Bulletin should be turned in to the Public Relations Department prior to Noon, Thursday, November 5th.

SAN FRANCISCO PUBLIC LIBRARY

PUBLIC LIBRARY

OFFICIAL BULLETIN #13

November 9, 1964

ORIENTATION COMMITTEE

Copies of the Library's new Staff Manual have been received, and I wish to congratulate the members of the Committee for having done an exceptionally fine piece of work in organizing and writing a most lucid résumé of the library's organization and services, and the many informational details with which every new member of the staff should become acquainted.

Theo Jung receives credit for the attractive design, Ed Fundis for a fine piece of printing and Linda Ramey for the typing.

If any member of the staff has any suggestions for a second edition, I would appreciate their making their comments in writing and directing them to Mr. Richard Wurm in the Personnel Office.

The Committee who was responsible for preparing the Staff Manual:

Karen Scannell, Chairman	Viola Hagopian
Mary Ashe	Nancy Nee
Jane Botham	Marion O'Donnell
Sally Christopherson	Anne Schofield
Brigitte Dickinson	Richard Wurm.

The Committee deserves the thanks of all of us.

William R. Holman
City Librarian

SELF-CHARGE

Excelsior, Park and West Portal Branches are now converted to the Self-Charge system. This makes a total of twelve branches using the new circulation system.

A STILLNESS IN THE LIBRARY

The reason that things were so calm and quiet last week is that Mr. Holman, Mr. Martelle, Miss Collopy, Mrs. Goodwin, Mrs. Moses, Mrs. O'Donnell and Mr. Ramirez were all in Los Angeles for the CLA Convention. They are all expected back today, November 9. Mr. Wurm is on vacation.

LBJ WASN'T THE ONLY ONE

Miss Effie Lee Morris was elected to two important posts last week. She is now Vice-President (President-elect) of the Golden Gate District, California

Library Association, and 2nd Vice President of the National Braille Association. Two years ago Miss Morris was President of the latter group which is a volunteer organization concerned with producing reading materials for the blind.

SAN FRANCISCO PUBLIC LIBRARY

Miss Morris was the guest speaker for Books Unlimited, Inc. in Berkeley on October 30th. She spoke on "The American Negro in Children's Books."

EXHIBITS

In connection with National Children's Book Week, Miss Barbara Rupp of the Main Children's Room prepared an exhibit of pre-school children's books for the second floor.

In the third floor cases this month is a photographic essay entitled "A Day in the Life of a Child" by Miss Betty Pollack. The pictures are of her 4-year-old niece.

DIRECTORY

The new Directory is now available. If you did not already receive copies they can be requested from the Public Relations Department.

Naturally there is an error: the Stock & Mail Room - Ext. 3922 (IC 41) was left off completely. So if anyone is looking for Carl Laine, call the above number.

MAIN LIBRARY STAFF MEETING

William R. Holman, City Librarian, will be guest speaker at the Main Library Staff Meeting which will be held on Thursday, November 19th at 8:00 A.M. in the Commission Room. You won't want to miss it.

CHILDREN'S DEPARTMENT

In connection with Children's Book Week the Children's Department is planning an invitational program on Friday evening, November 13th. The movie "The Lively Art of Picture Books" will be previewed and the new Pre-School Reading List presented.

MEETINGS

Library Commission - Tuesday, November 10th, 3:30 P.M.

ACL - Thursday, November 12th, 9:00 A.M.

Fiction Book Meeting - Friday, November 13th, 9:00 A.M.

Children's Book Selection, Wednesday, November 18th, 9:00 A.M.
Main Library Staff Meeting, Thursday, November 19th, 8:00 A.M.
Children's Librarians, Friday, November 20th, 9:00 A.M.

REMINDER

THE LIBRARY WILL BE CLOSED WEDNESDAY, NOV. 11th, VETERANS DAY.

DEADLINE

Copy for the next Official Bulletin should be turned in to the Public Relations Department by noon, Thursday, November 19th.

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SAN FRANCISCO PUBLIC LIBRARY

OFFICIAL BULLETIN #14

November 20, 1964

HOLIDAY

The Library will be closed on Thursday, November 26 in observance of Thanksgiving. We know the staff is looking forward to this day of rest from the daily routine... after all, we haven't had a holiday for over a week. Don't eat too much turkey!

PERSONNEL

Mrs. Annie Young has returned from her maternity leave and will be working at one of the branches. We also have a new staff member, Miss Glenda Todd who is assigned to Periodicals temporarily. Miss Todd is a graduate of the University of Washington Library School and has recently returned from a tour as a Special Services librarian in Europe.

CLA FOOTNOTES

From all reports the CLA convention in Los Angeles was a complete success and worthwhile for all who attended. One of the most interesting reports of the convention comes from Stuart Boland who returned on a plane with Mamie Van Doren. Mr. Boland reports that Miss Van Doren is a dedicated library user and well read. (Come now, Mr. Boland, you didn't just talk shop, did you? ? ?)

MEETINGS

Story Hour - Tuesday, November 24 at 4:00 pm in the Exhibit Room
Non-Fiction Book Selection - Friday, November 27 at 8:30 am - Commission Rm.
Story Hour - Tuesday, December 1st at 4:00 pm in the Exhibit Room
Library Commission - Tuesday, December 1st at 3:30 pm - Commission Room
Branch Librarians - Friday, December 4 at 9:00 am in the Commission Room

STAFF LIBRARY COMMITTEE

Mr. Holman announces the appointment of a new Staff Professional Library Collection Committee: Miss Edel Raith, Chairman; Mrs. Dolores Murray; Miss Shelley Lemon; Miss Barbara Rupp and Miss Bebe Behnke. The retiring committee was headed by Miss Marian Oberstein and included Miss Eunice Parker, Miss Olga Kahn, Miss Patricia Rae and Miss Jennie Wu. In their final report they reported adding 34 new titles to the collection, preparation of a list of books for those taking the senior promotion examination and preparation of an exhibit for the League of Women Voters.

DEADLINE

Material for the next Official Bulletin should be turned in to the Public Relations Department by noon, December 3rd.

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OFFICIAL BULLETIN # 15

December 4, 1964

NEW STAFF ASSIGNMENTS ANNOUNCED

As the Science and Technology Department nears completion many staff members will receive new work assignments. Mrs. Marjorie Hall has moved from Reference to North Beach. Mrs. Jo Ann Forsell will also be at North Beach. Mrs. Jennie Lim has moved to Sunset and Mrs. Brigitte Dickinson to Marina.

The lineup in the reorganized departments at Main will run something like this:

Literature - No Change

Periodicals - John Casaleggio
Mrs. Alice Holmes

Art & Music - No Change

Rare Books - No Change

General Reference & Catalog - Miss Mary Ashe, Rene Morales, Mrs. Laurie May, Mrs. Joan Dillon, Mrs. Dalisay Balunsat, Mrs. Rose Milber, Mrs. Anne Dixon

Science & Technology - Mrs. Marian O'Donnell, James Reilly, Jerome Wright, Mrs. Frances Leon, Mrs. Phyllis Joseph, John Fetros, Miss Mary Ryan, Joseph Morehead

Social Science & History - Mrs. Karen Scannell, Miss Lucile Carpenter, Miss Bebe Behnke, Miss Glenda Todd, Mrs. Doris McDonald, Miss Margaret Walsh, Mrs. Linda Blum

Children's - No Change

(Person whose name is underlined is in charge.)

These assignments of course will be effective as the various departments are organized or re-organized --- and changes can be expected as we see how things work in actual operation.

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SAN FRANCISCO

HOLIDAY SCHEDULE

The Library will close at 5:00 P.M. on both Christmas and New Year's Eve except for a skeleton crew who will remain until 6:00 P.M. in order to accept returned books. The library will be closed on Saturday, December 26, and on Saturday, January 1.

PARTY TIME

The annual Staff Association Christmas party will be held on Sunday, December 13th from 5:00 P.M. until 8:00 P.M. at the Parkside Branch. Everyone is invited! A buffet supper and several other activities are planned. Admission for Staff Association members and their guests is $2.25 per person. Non-members and guests are welcomed at $2.50 per person. Truly a lot of fun for your money. Contact Kathy Greey, Literature; Betsy Linzey, Circulation; or George Alfred, Richmond Branch for reservations no later than December 10th. ACT TODAY.

WORK TRAINING PROGRAM

Mr. Holman announces that the library is cooperating with the San Francisco Welfare Department in the Federal Work Training Program. The idea of this program is to give welfare recipients some actual on-the-job work experience...(such experience makes it easier for them to obtain permanent full-time employment and get off of welfare rolls). The welfare recipients taking part in this program are volunteers; they don't have to do this to continue receiving welfare. Their participation in this program is evidence of their desire to better themselves and make a constructive economic contribution to our society. Approved by the Civil Service and local labor organizations these new workers will be assigned to the library for a six month period and will work about 20 hours a week. They will not be assigned to routine library duties but will work on specific projects that can be completed within their six month assignment to the library. "I think this is a very exciting program," Mr. Holman concluded. "The library can assist people in bettering themselves and at the same time complete some of the projects that have been put off for years because of lack of funds or personnel. I'm sure we will all benefit."

NEW STAFF MEMBER

Mr. John G. Fetros, a 1964 graduate of USC School of Library Science, has recently joined our staff. He is temporarily assigned to Reference.

MORE BOOKS

The Staff Professional Library Committee has issued a list of recent additions to that collection. Copies will be distributed to each staff member. For those interested, this collection is located in the Branch Room and contains much valuable material.

2 UP - 3 TO THE LEFT - 1 DOWN - 9 TO THE LEFT - 4 UP - AND 7 TO RIGHT

The office of the Friends of the San Francisco Public Library has moved to the second floor to the area that used to be the Public Relations Department. Their telephone remains the same - #3770. The Bindery (moving to the basement) telephone number is now - #3460. The Directory Service will move from Reference to Circulation on December 10th. The new telephone number will be - #3206. The restrooms will remain in their present location.

NATIONAL LIBRARY WEEK

National Library Week in 1965 will be held April 25 to May 1st. Mrs. John Gamble of the Friends of the San Francisco Public Library will be Over-all Chairman and Mrs. Helen Hintereder will be Coordinator for Librarians working on the committee. The following are those Librarians who will be working on the committee:

James Reilly, Circulation; Miss Priscilla Langston, Art/Music; Mrs. Margaret Sah, Art/Music; David Belch, Public Information Officer; Mrs. Gloria Neiman, Golden Gate Valley; Mrs. Marie Williams, Richmond; Mrs. Ila Velarde, Ortega; Mrs. Frances Howard, Merced; Mrs. Patricia Sullivan, Oceanview.

Ex-Officio Members - Miss Harriet Collopy, Adult Coordinator; Miss Effie Lee Morris, Children's Coordinator; Mrs. Mary Moses, Chief of Branches; Mrs. Avis Stopple, Chief of Main.

SO WHAT ELSE IS NEW?????

... The Teachers of the Child Care Division of the Boardof Education will meet in our Exhibit Room, Monday evening, December 7th, at 7 pm with Miss Morris to discuss children's literature and see the movie, "The Lively Art of the Picture Book."

... The Main Library Professional Staff Meeting will be held at 8 am on Wednesday, December 16th in the Commission Room.

... The Non-Fiction Book Selection Meeting will not be held on Friday, December 25th at 8:30 A.M. in the Commission Room!!!!(???)

... Christmas Story Hours will be held at the Main and all branches. Dates and hours to be announced later.

DEADLINE

Material for the next Official Bulletin, assuming you got through this one, is due in the Public Relations Office by noon, Thursday, December 17th.

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SAN FRANCISCO PUBLIC LIBRARY

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OFFICIAL BULLETIN #16

December 17, 1964

FROM THE CITY LIBRARIAN:

In this holiday season I wish to extend to every member of the library staff my personal wishes for a delightful Christmas and the very best in the coming year.

As 1964 draws to a close and we turn our thoughts to the new year, I would like to express my deep appreciation to each member of the staff who has contributed to the growth and improvement of our library.

There can be no doubt that many changes have been made and continue to be made. I'm sure all of us have suffered the frustrations inherent in such a situation. But I'm also convinced that we will agree that we are doing a better job today than we could a year ago... and that the prospects are bright indeed for the year ahead.

One of the great problems within an institution that changes as rapidly as we have recently is that we sometimes lose sight of the overall goals and aspirations we share. We become so involved with our own activities and duties that we sometimes forget to let others know what is going on and what is planned. For this reason I am planning a library-wide staff meeting for sometime in January. At that time I want to review the past year and report on the plans for 1965. There will be an opportunity for discussion and questions Announcement of this meeting will be made as soon as we establish a date.

Again, my most sincere wishes for an enjoyable holiday season.

WILLIAM R. HOLMAN

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AIGA EXHIBIT

Again this year the library is proud to exhibit the American Institute of Graphic Arts selections of the 50 Books of the Year. Of particular interest and pride is the fact that two of the three books in the show designed by Californians were designed by Mrs. William Holman and Theo Jung. Mrs. Holman's winning effort is entitled, "Travelers' Guide across the Plains upon the Overland Route" by R. L. Platt and N. Slater, published by John Howell Books. Mrs. Holman printed as well as designed this volume which was also selected as one of the 50 Best Western Books of the Year. This is the first book for which Mrs. Holman has been honored by the AIGA.

"The Golden Peaches of Samarkand" by Edward H. Schafer is the 5th book designed by Theo Jung which has been selected by the AIGA. The book was published by the University of California Press.

UNITED CRUSADE DRIVE

We can all be proud that United Crusade donations from the library staff increased 43% over last year. Mrs. Stopple reports total receipts reached $1,961.

PERSONNEL MOVES

Mrs. Nancy Nee has been reassigned from Literature to the Librarian's Office to undertake a special research project. Miss Betsy Jo Linzey moved from Circulation to Literature. (We understand Miss Linzey is wearing a new diamond ring on the appropriate digit.)

HOT POOP FROM ALL OVER

...THE CONTRACT FOR MICROFILMING the card catalog has or will shortly be awarded and work is to start in January. Cameras will be set up in General Reference (Miss Ashe's office) and the work will proceed with relatively little inconvenience to the public. Only two catalog trays will be out of service at any time.

...John Molinari, the accordinist at the Staff Association Christmas party lost his overcoat that evening.... and his car keys were in the pocket. If you stole his coat (mistakenly or on purpose) or can offer any information as to its whereabouts, please call Beverly Callahan. The coat was blue checkered.

...The Main Library Christmas Story Hour was held on December 15th, and the Girl Scout Chorus, under the direction of Mrs. Arlon, serenaded us afterwards from the grand staircase.

...Stuart Boland has been named a member of the C.L.A. Public Relations Committee for the coming year.

...Ten children from Presidio Hills School presented Miss Morris with copies of a special children's calendar last week. Decorated with poems and drawings by the Presidio Hills students the calendars are being sold to raise funds for the school. Miss Morris received enough copies so that each branch will have one.

DEADLINE

Copy for the next edition of the Official Bulletin should be given to the Public Relations Office by Noon on Monday, January 4th.

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OFFICIAL BULLETIN

San Francisco Public Library

Volume II, No. 1

January 4, 1965

HAPPY NEW YEAR

Well, it's 1965. We assume that everybody has recovered from the effect of the excesses of the last night of 1964 and will not bore you with our tried and true remedies for the first of the year blues. Please review any paper work you have completed since arriving Monday morning and change the date .... this is 1965. Now that we have surmounted that hurdle only one problem remains .... please discard that 1964 calendar and replace it with the proper one. Take a deep breath .... here we go again!

NEW ASSISTANT FOR MR. HOLMAN

Miss Helen Ridgway has joined the San Francisco Public Library on a six month temporary appointment as an Administrative Assistant assigned to the City Librarian's Office. Miss Ridgway, formerly Chief, Bureau of Library Services in Connecticut, is a widely regarded leader in the library profession. She will assist in development of policy statements and conduct other research projects. Her first assignment will be to work with Miss Collopy on a statement of the library's objectives and revision of our book selection policy. Her second assignment will be to work with the staff in gathering information and outlining a ten year development program for the library.

GREAT DECISIONS PROGRAM

Again this year the library will participate in the Great Decisions Program sponsored locally by the Junior Chamber of Commerce and nationally by the Foreign Policy Association. Shortly each branch library will receive a supply of Fact Sheet Kits used in the program which will be sold for $2.00 each. It is hoped that the branches will also prepare a special display of background reading materials suitable to the eight topics under discussion this year.

It should be clearly understood by everybody that the Fact Sheet Kits will <u>not</u> be available at the Main Library this year because of the reorganization of the subject departments and the planned introduction of "Self-Charge" early in February. (We have chaos enough already.)

PERIODICAL ROOM
JAN
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KUDOS FOR THE FRIENDS

We hope everybody in the library saw the wonderful article on Mrs. Carl Stern in the Monday, January 4th Examiner. Mrs. Stern has done a truly outstanding job as President of the Friends of the San Francisco Public Library and it is gratifying that she was chosen one of the "Distinguished Women of '64" by the Examiner. The recognition of her contribution to the library and to San Francisco is entirely deserved.

PERSONNEL NOTES

Expecting the stork and now on maternity leaves are Mrs. Nina Kline of Visitacion Valley Branch and Mrs. Brigitte Dickinson who has been at the Marina Branch. During Mrs. Kline's absence Mrs. Annie Young will be at Visitacion Valley. Mrs. Linda Blum who has been in the Circulation Department has resigned.

NATALIE MAYO EDWIN MEMORIAL

At the December 18th meeting of the Children's Librarians Mrs. Marjorie Ford presented to Miss Morris for the Children's Department a collection of 21 Beatrix Potter Beswich figurines and 23 Potter picture story books housed in a teak chest that will be maintained as a memorial to Natalie Mayo Edwin who was head of the Main Children's Room for many years. Established by library friends and associates, the memorial will serve as a reminder of the outstanding devotion and accomplishment of Mrs. Edwin in the field of library work with children. A reserve fund will be maintained for additions or replacements to this collection. Those wishing to make contributions should contact Miss Morris. The memorial will be displayed in the Main and Branch libraries.

HART SPEECH REPRINTED

The Book Club of California Quarterly News-Letter (Winter 1964) included Dr. James D. Hart's talk, "Rare Books in the Public Library," which he addressed to the group in attendance at the dedication of the San Francisco Public Library's Department of Rare Books and Special Collections on October 1st.

MISS MORRIS ON ADAMS COMMITTEE

Miss Morris has been named a member of the Jane Adams Children's Book Award Committee of the Women's International League for Peace and Freedom (U.S. Section.) The Committee will meet at the mid-Winter meeting of the ALA in Washington, D.C. in February.

MEETINGS

The Children's Librarians Magazine Committee will meet on January 6th at 3:00 pm.

Non-Fiction and Fiction Book Selection meeting will be at 8:30 am on Friday, January 8th in the Commission Room.

The Library Commission will meet on Tuesday, January 12th at 3:30 pm. (This meeting was originally scheduled for January 5th.)

ACL will meet in the Exhibit Room on Thursday, January 14th from 9 to 5.

The Children's Librarians Committees on Replacement, Summer Reading and Book Lists will meet on January 14th at 2:00 pm.

Children's Librarians will meet on Friday, January 15th at 9:00 am.

DEADLINE

Material for the next edition of the Official Bulletin should be submitted to the Public Relations Department by noon, Thursday, January 14th.

OFFICIAL BULLETIN

San Francisco Public Library

VOLUME II, NO. 2 January 15, 1965

STAFF MEETING

Next Friday morning (January 22nd), Mr. Holman will meet with all staff members in the Literature Department at 8:00 A.M. for a general discussion of library accomplishments in the past year and hopes for 1965. ALL Full Time staff members should plan to attend this important and sure-to-be interesting meeting.

EDUCATION OPPORTUNITIES - I

Three graduate study grants for professional education in librarianship are offered for the academic year 1965-66 by the California State Library with funds provided under the Library Services and Construction Act. A candidate must have the recommendation of his local librarian and tentative acceptance from an ALA accredited library school. He must also signify his intention to return to work in his own community. Grant totals $2500 for the academic year. Deadline for application is March 15, 1965. Write: Graduate Study Program, California State Library, P.O. Box 2037, Sacramento, California-95809.

EDUCATION OPPORTUNITIES - II

School of Librarianship, University of California Extension will offer a course, LIBRARY USE OF COMPUTERS: AN INTRODUCTION X 408. This is a non-technical introduction to the use of computers in library operations, concerned with the practical considerations librarians face in automating some of their functions. 2 units, 15 meetings, starting, Tuesday, February 9, 1965: 7-9 P.M. at Richardson Hall, 55 Laguna Street, San Francisco. Tuition: $46. For further information: TH. 5-6000, Ext. 4559.

Compensatory time off and perhaps part of the tuition cost will be provided by SFPL if some staff member wishes to attend this class.

EDUCATION OPPORTUNITIES - III

The Catholic Library Association will hold its annual meeting on Saturday, February 6th at San Francisco College for Women. Theme will

EDUCATION OPPORTUNITIES - III (cont.)

be, "The Bible in the 20th Century". Father Nogar will speak on the Bible: Adam and Anthropology, and Mrs. Pedley of S. F. City College and U. S. F. on the Dead Sea Scrolls. Anyone wishing further information should contact Versa Cullen at Parkside Branch.

OLD NEWS

Always being the last to hear, we just now learned that Smiling Captain Al Campos (Engineer's Office) won 1st prize in the Christmas Boat Decoration Contest at Oyster Point Marina in South San Francisco. Al is skipper of the AL-E-KAT. Congratulations!

BOLAND HONORED

On January 7th, Radio Station K. A. B. L. honored Stuart Boland (Chinatown Branch) with their "Spirit of San Francisco Award". Our congratulations to Mr. Boland.

CORRECTIONS

To err is human.... which just proves that I'm very, very human. The story in the last edition indicated that Natalie Mayo Edwin was Head of the Main Children's Room. Her position was actually Head of the Children's Department. Just being even more human, we said Beswich figurines when everybody knows we really meant Beswick. Our apologies to Mrs. Edwin and to Mr. Beswick.

DISPOSABLE TRANSACTIONS

All Branches and the Main Library are now using disposable transaction cards. The conversion of Main Library to Self-Charge has been delayed until approximately March 1st, because writing counters will not be delivered until then.

RADIO PROGRAM

The Library radio program "Questions & Authors" continues on KXKX-FM every week... Tuesday evening at 8 P. M. and Saturday afternoon at 1 P. M. Next week's guest (January 19th & 23rd) is Mrs. Morgan North, President of Howell North Books, publishers in Berkeley. The following week Mr. Holman interviews Colin Fletcher, author of "The 1000 Mile Summer". You might enjoy listening.

OFFICIAL BULLETIN
VOLUME II, NO. 2

MEETINGS

Library Commission

Thursday, January 21st - 3:00 P.M. in the Commission Room

Annual Staff Meeting

Friday, January 22nd - 8:00 A.M. in the Literature Department

Branch Meeting

Friday, January 22nd - 9:00 A.M. in the Commission Room

Non-Fiction Book Selection Meeting

Friday, January 29th - 8:30 A.M. in the Commission Room

DEADLINE

Material for the next edition of the Official Bulletin should be submitted to the Public Relations Department by noon, Thursday, January 28th!

OFFICIAL BULLETIN

San Francisco Public Library

VOLUME II, NO. 3 January 29, 1965

LEAGUE OF WOMEN VOTERS REPORT

For the past year the San Francisco League of Women Voters have been conducting a survey of the need for a new Main Library under the able direction of Mrs. James Abrahamson. Mr. Holman was the speaker at a League meeting last week and this coming month study groups all over the city will discuss this subject. Each group will vote on whether a new building should be sought, and the April Annual Meeting of the League will vote on whether the League would support such a bond issue. We are cautiously optimistic of their support.

SCIENCE & TECHNOLOGY OPENS (?)

Most of the problems have been solved and the new Science and Technology Department will be open for public use on Monday, February 1st. Actually many things are still uncompleted and the official public opening will be later....but Mrs. O'Donnell and staff should greet the public with smiling faces Monday....unless of course it becomes necessary to postpone the opening....both public and actual....so listen in next week, same time, same place for the further adventures of the Science & Technology Department.

RECENT PUBLICITY

Because of the general concern expressed by staff members regarding recent unhappy publicity Mr. Holman has asked that the following correspondence between himself and Mr. Charles L. Gould, Publisher of the Examiner be reprinted for your information.

A great deal of credit is due the Examiner for the responsible manner in which Mr. Gould responded to an unfortunate situation.

Dear Mr. Gould:

Knowing you as a loyal and effective supporter of the Public Library, I believe that you can understand the irreparable damage done to the library and to its many thousands of patrons by the article which appeared in last Sunday's Examiner.

More than 17,000 San Franciscans use the Main Library in any given week. Their social, cultural, educational and ethnic characteristics encompass a broad spectra, as in any area of public service. For a reporter to single

out a few unfortunate people for ridicule and disdain because of human conditions beyond their control, fails to reflect good taste and the high standards for which the Examiner stands.

This type of isolated generalization reflects discredit on the fine public which use the library, and I believe that an apology to both the patrons and the Public Library is in order.

Sincerely yours,
William R. Holman

Dear Mr. Holman:

I am sorry.

I am sorry for the unfortunate piece that appeared in the Examiner ten days ago.

I am sorry that I allowed so much time to elapse before getting back to you.

While the article was empty and served no positive purpose, I question whether it was quite negative as you seemed to feel.

I am sure that the Library would not benefit if we were to publish an apology The apology would offend some of our own people. It would be read by some who did not read the original piece. It would be one end of a story... and not a good one.

I have talked, therefore, with Mr. Charles Denton, who shares my feelings on the role of the Library in a community. In fact, the role of the Library in today's world.

We both believe that the Library is a reservoir of cultural and educational strength. It is a tie with the present and the past.

Charles is going to visit the Library. And he plans to do a piece in a positive vein. A piece that will - hopefully - generate new interest in the Library among a large segment of the community.

I hope this will please you.

My personal best wishes.

Sincerely yours,
Charles L. Gould

As staff members of a public agency we live in a glass house, and we are unable to avoid continued scrutiny. We can only hope that we will always receive the constructive concern expressed by Mr. Gould.

REMINDER

The new schedule of fees and charges goes into effect on Monday, February 1.

DOG POLICY SPELLED OUT

Mr. Holman recently received a request from a patron for an outline of Library policy regarding dogs. Mrs. Williams was requested to research this problem and draft a reply. A portion of that reply is reprinted here for your information:

"In reply to your request that your dog be allowed to come into the Library with you, please be advised that according to the policy of the Library Commission, no dogs, other than a seeing-eye dog, are allowed into the library.

"I am sure that you can understand our problem -- whereas your dog is well-trained and would lie quietly under the table until such time as you finished your research, other dogs might not be so well-behaved. You also have other problems of dogs meeting other dogs (just like humans) like to socialize thereby creating other problems which could easily get out of hand. If we relaxed the rule for you, we would most certainly be asked to relax it for someone else."

FEBRUARY ACTIVITIES

Exhibit - "California Negro Trail Blazers" sponsored by the S.F. Negro Historical and Cultural Society in cooperation with the California Historical Society in honor of Negro History Week will be in the second floor rotunda all during February.

Exhibit - "Most Beautiful German Books" of 1964 will be in the third floor cases throughout February. This exhibit was made possible by the German Consulate.

Exhibit - "Outstanding German Books, 1914-34" will be exhibited in the Rare Books Department during February. They were loaned to us by Dr. & Mrs. Leon Kolb, San Francisco bibliophiles and members of the Friends of the Library.

Lecture - Dr. Heinz Politzer of the University of California will talk on Martin Buber in the Rare Books Department at 4:30 pm, Monday, February 1.

Lecture - Max Knight will discuss Christian Morgenstern in the Commission Room at 8:00 pm on February 18 (Thursday).

Film
Program - Seven short films on German artists, February 9th, Tuesday at 7 pm in the Exhibit Room.

Film
Program - The Fritz Lang classic film "Metropolis", Tuesday, February 23, at 7 pm in the Exhibit Room.

FRIENDS LECTURE SCHEDULED

The Friends of the San Francisco Public Library will present a lecture by Clifton Fadiman in the Literature Room on Sunday, February 28th. Further information will appear in the next Official Bulletin.

UNUSUAL RECORDS

If you can work your way to the top of the reserve list in the Literature Department you can check out the new Mandarin Chinese Language records and pick up a second language in your spare time. There are 25 records in the set and they are packaged in an attaché case for easy handling.

QUESTIONS & AUTHORS

Morrison Wood, author of the best selling specialty cook book "With a Jug of Wine" (now in its 27th edition) will be interviewed on the February 2nd Program about his new book, "Through Europe With a Jug of Wine." On February 9th: Robert H. Kronninger, author of "Sarah & the Senator", true story of Bonanza King William Sharon and the legal complications following his affair with the charming Sarah.

HOLIDAYS

The Library will be closed on Friday, February 12, 1965 in observance of Lincoln's Birthday, a legal holiday.

The Library will be closed on Monday, February 22, 1965, in observance of Washington's Birthday, a legal holiday.

MEETINGS

Library Commission - Tuesday, February 2 at 3:30 pm in the Commission Room.

Branch Librarians - Friday, February 5 at 9:00 am in the Commission Room.

ACL - Thursday, February 11 at 9:00 am in the Exhibit Room.

DEADLINE

Copy for the next Official Bulletin should be turned in to the Public Relations Department no later than noon, Thursday, February 11.

PERIODICAL
MAR 1 1965
SAN FRANCISCO
PUBLIC LIBRARY

OFFICIAL BULLETIN

San Francisco Public Library

VOLUME II NO. 5 February 26, 1965

FADIMAN SPEECH THIS SUNDAY

Clifton Fadiman will lecture in the Literature Room Sunday afternoon, at 3:00 P.M. February 28th. His appearance is under the auspices of the "Friends of the San Francisco Public Library" and this should be one of the outstanding programs they present this year. We understand that Mr. Fadiman will discuss the changing form of the novel and other aspects of the current literary scene.

NO MORE METER FEEDING

Official notice has been received from City Hall: Library personnel, both at Main and at Branches must not leave their jobs to put money in parking meters, erase chalk marks on tires, or to move their cars from time zones. We are aware that this is somewhat of a hardship in certain instances, but must insist on compliance with this request.

HONOR FROM THE PHILIPPINES

Mrs. Dalisay Bocobo-Balunsat, Catalog Information & General Reference Department, has been honored as the "Top Foreign Contributor to the Philippines Free Press" for 1964. Congratulations!

SWEET STORY

The Staff Association will shortly be asking you to purchase candy during their Easter Candy Sale. Proceeds of the sale will be placed in the Scholarship Fund. Almonds 'n Chocolates will be $1.50 per tin and Golden Crumbles $1.00 per tin. Place your orders with Mrs. Lee in the Order Department or with Mrs. Williams in the Librarian's Office. (Sick pay will not be allowed for those getting stomach aches as a result of this project!).

IRISH MOVIES

As we will shortly be celebrating St. Paddy's Day...color the library green for March. Three Irish movies will be shown in the Exhibit Room on Friday evening, March 19th at 7:00 P.M. Included will be "William Butler Yeats - A Tribute"; "Cradle of Genius" which concerns the Abbey Theatre; and "Building For Books" which is about the Trinity College Library in Dublin. Admission as usual is free. This should see the gathering of the clans.

MARCH EXHIBITS

The Richard Harrison Collection of Calligraphy and Lettering will be exhibited on the second floor rotunda during March. A picture story is planned for the Bonanza Magazine (Sunday Chronicle) about this exhibit. William Ramirez and Theo Jung prepared the material.

An exhibit honoring the centenary of William Butler Yeats will be in the Literature Room Alcove and a survey of Irish Literature in the third floor cases. (These by Mrs. Nancy O'Nee). An exhibit of illuminated Irish manuscripts will be in the Rare Books Room ... prepared by Mrs. Stopple.

The Children's Rooms will have displays honoring Girl Scout Week from March 8th through March 12th.

QUESTIONS AND AUTHORS

Appearing on the radio program in the near future will be David Weiss (Naked Came I & Justin Moyen), James Leigh (What Can You Do?), Clifton Fadiman, J. W. "Jake" Ehrlich (A Life in My Hands) and Alvah Bessie (Inquisition in Eden).

CHILDREN'S DEPARTMENT DINNER

The Children's Department will hold a dinner on Friday March 12th. Their guests will be Herman Schein, Mrs. Ruth Robbins Schein (of Parnassus Press) and Mrs. Theadora Kroeber, author of "Ishi, Last of His Tribe", and "Ishi in Two Worlds".

MEETINGS

Clifton Fadiman Lecture - Sunday, February 28th at 3:00 P.M.
Branch Librarians - Friday, March 5th at 9:00 A.M. in the Commission Room.
Children's Story Hour - Exhibit Room, Tuesday, March 9th at 4:00 P.M.
ACL - Thursday, March 11th at 9:00 A.M.
Children's Department Committees will meet after ACL, March 11th.
Fiction Book Selection - Friday, March 12th, 9:00 A.M. in Commission Room.

DEADLINE

Copy for the next Official Bulletin should be in by noon, Thursday, March 11th!

2/25/65-aw

OFFICIAL BULLETIN
San Francisco Public Library

PERIODICAL DEPT.
MAR 13 1965
SAN FRANCISCO PUBLIC LIBRARY

Volume II, No. 5 March 12, 1965

AN APPEAL - FLOOD RELIEF FUND

The Christmas floods in Northern California destroyed many libraries and library staff members suffered heavy personal losses...in some cases their homes, clothes and everything they owned.

In January the C.L.A. Board of Directors (our Mrs. Goodwin is a member) voted to collect funds to assist the rebuilding of the libraries and aid librarians who suffered losses.

Mrs. Goodwin and Miss Collopy have already arranged to send a good supply of books from our storage shelves to Trinity County...but money is still vitally needed for this project.

It is particularily appropriate that SFPL contribute to this effort. In 1906 when SFPL was destroyed, help came to us from all over the world. If you can make a personal contribution, please do so. Donations can be earmarked for general library aid or for personal aid to individual staff members. Checks or cash should be sent to the Secretary's Office by April 5th.

C.L.A. SPRING MEETING

Golden Gate District, California Library Association will hold its Spring Meeting on Saturday, March 20th, at the Villa Felice, 15350 Winchester Boulevard, Los Gatos.

BUSINESS LIBRARY HOURS CHANGED

Effective last week, the Business Library will be open from 8:30 AM to 6:00 PM Monday through Friday. In the past they have closed at 5:30 PM. The half hour extension was effected to make it possible for those who get off work at 5:00 or 5:30 PM to use the library on their way home.

CATALOG DUPLICATION TO START

Mrs. Goodwin reports that the contract for the long awaited catalog duplication project has been signed and that work should start within a week. When completed, each of the subject departments in the Main Library will have its own catalog of materials in the department.

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SAN FRANCISCO
PUBLIC LIBRARY

BOOKS STILL WANTED BY FRIENDS

Mrs. Leon Kolb reports that the "Friends" are getting a very good response to their request for used books for the Old Book Sale which will be held during Library Week...and the boxes in some of the branches seem to fill up quite rapidly. But, your contributions are still needed. Books you no longer want or have room for will be gratefully accepted.

Dave Belch reports that Bantam Books Inc. has promised to donate a substantial number of unused paperbacks and he still hopes to hear from Pocket Books Inc. and Dell.

MISS MORRIS ON COMMITTEE

The National Council of Teachers of English reports that Miss Morris will serve on a committee to revise "We Build Together" a reading list for grades 1 through 8 on books to promote better human relations and the integration of minorities.

PATRONS PRAISE LIBRARY

Most of the library patrons that write or telephone Mr. Holman want to complain about something. Happy patrons usually don't think it necessary to contact him. Therefore compliments are especially welcome. Some recent comments:

....."The Merced Branch is most pleasant, well run...librarians exceedingly helpful and pleasant. It's a pleasure to visit."

....A visitor from Southern California reports that the "Noe Valley Branch went out of their way to help me. They run a very orderly library even though it's always swarming with children."

....."The Periodical Department really went to a great deal of trouble to help me locate material. They were both courteous and well-trained."

We know that these are not the only branches or departments providing outstanding service, but when patrons go out of their way to say nice things we'll try to pass them on.

MAIN LIBRARY PROFESSIONAL STAFF MEETING

Miss Marilyn K. Johnson, librarian for the Shell Development Company and President of the San Francisco Bay Region Chapter of the Special Libraries Association will speak to the Main Library Professional Staff meeting at 8:00 AM, Wednesday, March 17th in the Commission Room.

Miss Johnson will discuss the facilities and materials available in special libraries in the Bay Area to which library patrons doing research might be referred.

YOUR OWN LITERARY MASTERPIECE IN THE LIBRARY!

Bibliographies or papers written by SFPL staff members may be valuable additions to the Staff Professional Collection. If you have materials that might be appropriate, please contact Miss Edel Raith at Golden Gate Valley Branch.

NEW FACE

Mr. Daniel Tatko is the latest new member of the SFPL staff. He comes to us from the Buffalo (NY) Public Library where he has worked the past two years. His undergraduate work was in philosophy at St. Bonaventure University in Olean, New York and his MLS is from Columbia University. He is assigned to the History & Social Science Department. WELCOME!

THE LIBRARY GAME

Effective March 15th, Jerry Wright will move from Science & Technology to Bayview Branch (in charge). Esther Scott is moving from Bayview to Ortega Branch and Violet Dougherty is transferring from Ortega to Sunset Branch. By the way, Jerry Wright will spend six weeks at the IBM exhibit at the New York World's Fair, starting June 1st.

THE NAME GAME

In preparing the new telephone directory (which should be distributed the week of March 15th) we discovered that two young ladies have recently been married without even asking permission of the Public Relations Department. Miss Deanna Yabitsu (Main Children's Room) is now Mrs. Don Kobayashi, and Miss Jennie Wu (Chinatown Branch) is now Mrs. Jung Lowe. Our very best wishes for their happiness.

HOLD THE PRESSES.....HOT FLASH.....We just discovered that Mr. James Cleghorn (Art & Music) took Elinor Lorentzen as his bride in late January. Congratulations!

AND JUST THINK...IT ISN'T EVEN JUNE YET!!!!!

IRISH MOVIES

Don't forget the movies about the Abbey Theatre, Trinity College Library and William Butler Yeats which will be shown in the Exhibit Room at 7:30 PM (that is the correct time) on Friday, March 19th.

MEETINGS

Wednesday, March 17th is ST. PATRICK'S DAY...the library will be open, all day.

Wednesday, March 17th 8:00 AM Commission Room - Main Library Professional Staff Meeting

Wednesday, March 17th 9:00 AM Children's Room - Children's Book Selection

MEETINGS (Continued)

Friday, March 19th 9:00 AM Commission Room - Children's Librarians

Friday, March 19th 7:30 PM - Exhibit Room - Irish Movie Program

Tuesday, March 23rd 4:00 PM - Exhibit Room - Children's Story Hour

Friday, March 26th 8:30 AM - Commission Room - Non-Fiction Book Selection

DEADLINE

Copy for the next Official Bulletin should be in the Public Relations Office by noon, Thursday, March 25th.

OFFICIAL BULLETIN

San Francisco Public Library

Volume II, No. 6 March 26, 1965

LIBRARY RECEIVES FROST COLLECTION

At a luncheon commemorating the 91st anniversary of the birth of Robert Frost, G. William Gahagan announced that the California Friends of Frost will present a collection of the poet's works to the San Francisco Public Library. The collection includes more than 60 volumes, over 50 periodicals and many ephemeral items. As Frost was born in San Francisco, it is appropriate that SFPL become the first metropolitan public library with a Frost collection. It will be housed in the Rare Books and Special Collections Department.

PAY RAISE IMMINENT

Unless something can be done at once, it appears that all city employees will be forced to accept a 4% pay raise effective July 1st. Those wishing to object to such a raise may address their complaints to the Board of Supervisors in care of the Public Relations Department. Rapid disposition of all such communications is assured.

MRS. GUILFOYLE RETIRES

After 35 years of devoted service to library patrons, Mrs. Florence Guilfoyle retired effective March 1st. Patrons at the Sunset Branch where she was Principal Librarian and her many friends of the SFPL staff will miss her. All join in wishing her much happiness in her well earned rest.

EUROPEAN VISIT FOR JUNG

Theo Jung, graphics expert from the Public Relations Department left on March 27th for a three months visit to Europe. Included in his itinerary are stops to visit most of the renowned European graphics designers and presses. He will return shortly after July 1st. During Mr. Jung's absence Gene Yip will be assisting in the Public Relations Department.

CHILDREN'S DEPARTMENT ACTIVITIES

Miss Effie Lee Morris will serve as moderator of a panel at the Annual Institute Meeting of the Association of Children's Librarians of Northern California in Berkeley on April 8th. Miss Jane Botham was guest storyteller at the Santa Clara County Free Library System workshop on storytelling in San Jose on March 25th.

MEETINGS

Branch Librarians - Friday, April 2nd, 9:00 AM in the Commission Room.

Children's Story Hour - Tuesday, April 6th, 4:00 PM in the Exhibit Room.

Association of Children's Librarians - Thursday, April 8th, 9:00 AM to 5:00 PM in the Exhibit Room.

Fiction Book Meeting - Friday, April 9th, 9:00 AM in the Commission Room.

DEADLINE

Copy for the next Official Bulletin should be in the Public Relations Department by Noon, Thursday, April 8th.

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SAN FRANCISCO
PUBLIC LIBRARY

OFFICIAL BULLETIN

San Francisco Public Library

VOLUME II, NO. VII APRIL 9, 1965

MAYOR APPROVES SOME INCREASES

Members of the library administration met last week with Mayor John F. Shelley to discuss the 1965-66 library budget. Of particular interest was approval of the long sought over-due book investigator and nine additional clerical positions. (The Library Commission had requested a total of forty-two new positions). The Mayor also approved a $47,500 increase in the book budget. The total budget for 1965-66 approved by Mayor Shelley is $2,945,701 as compared with this year's total of $2,882,261.

VISITOR IN CATALOG

Miss Ayako Kunihisa, University of Washington library school field worker will be with SFPL until April 22nd. She is presently working in Catalog, and will also have assignments in the Literature Department and spend a day at one of the branches. Miss Kunihisa is from Tokyo, and worked at the Tokyo American Cultural Center Library for several years. She is a graduate of Sophia University (Tokyo) with a major in literature. Mrs. Goodwin reports that Miss Kunihisa, with a good grasp of English, and French in addition to Japanese, has been of great help in cataloging some new Japanese novels and non-fiction.

PROFESSIONAL JOURNAL WANTED

Staff members with personal subscriptions to professional magazines and journals are asked to leave unwanted back issues in the staff lounge. These magazines may well be used by lunch hour readers.

BOOK SALE PROGRESS

Mrs. Leon Kolb reports that the Friends have received almost 10,000 books for the used book sale that will be held in connection with National Library Week. (Friday, Saturday and Sunday, April 30th, May 1st and 2nd, 10 AM to 5 PM each day). A quick survey of the books received shows them to be much more interesting than the usual rummage book sale collection...and the prices seem quite low. You'll not want to miss the sale. Anyone who still plans to donate books to the sale should see that they are in the Library by Saturday, April 17th in order that the volunteers will have sufficient time to price and organize them.

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SAN FRANCISCO

NATIONAL LIBRARY WEEK

Mrs. Gamble and Mrs. Hintereder and the committee have been making good progress... but we'll have a complete report on their plans in the next Official Bulletin. They have signed up Eugene Burdick, Jade Snow Wong, and Harold Gilliam for a panel on "The Writer in an Automated World" which will be held on Thursday evening, April 29th at 8:15 P. M. in the Literature Room. This should be a very interesting evening.

MAIN LIBRARY PROFESSIONAL STAFF MEETING

Mr. Martelle will address the next meeting of the Main Library Professional Staff on the subject of self-charge at the Main Library. The meeting will be held on Thursday, April 22nd at 8:00 A. M. in the Commission Room. There will be an opportunity for question and discussion. Be sure to attend since self-charge will go into effect in the Main Library in MAY!

GENEROSITY AND INTEREST

Mr. Holman received a check for one hundred dollars ($100.00) for the "Friends" Library Acquisition Fund - "In honor of the Staff of the Library" earlier this month from Mr. and Mrs. Carl W. Stern. Their continued dedication and service to the library is an inspiration to all of us.

WEDDING BELLS

Evelyn Person, Special Collection Department, and Vincent Rodriguez of the Social Security Administration became Mr. and Mrs. in Los Vegas on Sunday, April 4th. Presently honeymooning, Mrs. Rodriquez will be back on the third floor later this month. All of us wish them great happiness.

PERSONNEL MOVES

Effective April 19th, George Alfred of Richmond Branch will transfer to the Bookmobile, and Miss June Halson will move from the Bookmobile to Richmond Branch.

MEETINGS

ACL Council - Tuesday, April 13th in the Commission Room at 9 AM
Children's Librarians - Friday, April 16th at 9 AM in the Children's Room.

DEADLINE

Copy for the next Official Bulletin must be in the Public Relations Department by noon, Thursday, April 22nd!

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PERIODICAL DEPT.
MAY 27 1965
SAN FRANCISCO PUBLIC LIBRARY

OFFICIAL BULLETIN

San Francisco Public Library

VOLUME II, NO. VIII APRIL 23, 1965

LIBRARY WEEK

It's here, and now all the planning comes to fruition. This past week has seen neighborhood meetings at Merced, Park, Mission, Bayview and North Beach. At press time, all had been more successful than hoped for.

Thanks to Mrs. Carl Stern and the "Friends", the newspapers have given us much flattering attention, not only for Library Week, but also for an increased operating budget for the coming year.

Mrs. Gamble, Mrs. Hintereder and many, many others, too numerous to mention, have done truly outstanding jobs in planning this week's activities. The amount of time and thought that goes into this annual affair is really beyond comprehension. There is just no way to properly express our gratitude to all of those involved.

LIBRARY WEEK ACTIVITIES

Monday, April 26th - Lecture on "Decorating on a Limited Budget" at the Marina Branch at 7:30 PM

Tuesday, April 27th - The semi-finals of the Jr. Friend's Poetry Writing and Reading Contest will be held at 1:30 PM in the Richmond, Sunset, Chinatown and Mission Branches. Children's Story Hour will be in the Commission Room at 4:00 PM. Carey Baldwin, Director of the San Francisco Zoo, will lecture at the Richmond Branch at 7:30 PM.

Wednesday, April 28th-No National Library Week Activities planned, take a deep breath and get ready for the rest of the week.

Thursday, April 29th - Panel Discussion, "The Writer in an Automated World" with Jade Snow Wong, Harold Gilliam and Kenneth Rexroth in the Literature Room at 8:15 PM.

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SAN FRANCISCO PUBLIC LIBRARY

Friday, April 30th - The Book Sale starts at 10 AM in the Exhibit Room. Lecture, "Art in Your Daily Life" at the Merced Branch at 1:00 PM. Finals of the Jr. Friend's Poetry Contest will be held in the Children's Room at 8:00 PM.

Saturday and Sunday - May 1st and 2nd - Book Sale continues in the Exhibit Room 10 AM to 5 PM each day.

All Branch Libraries are planning Open Houses for National Library Week and each will have Children's Story Hours. Special exhibits are also featured at the Branches. Main Library exhibits feature different aspects of the Schmulowitz Collection. (The political satire exhibit from SCOWAH in the 2nd floor rotunda is really something special, with prints loaned by Dr. Leon Kolb).

LIBRARY GUIDE READY

A completely new guide to the San Francisco Public Library system has been prepared and will be distributed before the end of Library Week. This publication replaces the obsolete "Your Public Library". Requests for additional supplies, corrections, additions or suggestions for future editions should be addressed to the Public Relations Department.

STAFF LECTURE

Colin Fletcher, author of "The Thousand-Mile Summer will be the next speaker in the Staff Lecture Series. He will appear in the Commission Room at 3:30 PM on Thursday, May 6th. Mark this on your calendar.. Fletcher is a witty and fascinating speaker, and you won't want to miss him.

OFFICIAL TITLES

Miss Collopy and Miss Morris have new titles. Henceforth, Miss Collopy's official title is "Coordinator, Adult Services" and Miss Morris's title is "Coordinator, Children's Services". Please use these forms.

GERMAN VISITORS EXPECTED

On April 27th or 28th, a group of librarians from the German Research Foundation, Germany, will be visiting the San Francisco Public Library. They are particularly interested in technical processes, and after touring the Main Library will spend the majority of their time in the Technical Processes Department.

EUREKA!!!!

Mrs. Goodwin reports with a sigh, that the microfilming of the card catalog is actually underway!

NOTES

A three-movement Divertimento by James Cleghorn will be among the pieces performed by San Francisco virtuoso William Corbett Jones in his piano recital at the San Francisco Conservatory of Music on the evening of April 27th. (It takes a heap of notes to make a three-movement Divertimento).

LIBRARY LEGISLATION

The Trustees Section of the California Library Association will meet at the Parkside Branch on Saturday, May 8th at 10 AM to discuss Library Legislation both State and National. The San Francisco Library Commission will serve as hosts.

MEETINGS

Non-Fiction Book Selection
Friday, April 30th at 8:30 AM in the Commission Room

Library Commission
Tuesday, May 4th at 3:30 PM in the Commission Room

Staff Lecture - speaker, Colin Fletcher
Thursday, May 6th at 3:30 PM in the Exhibit Room

Branch Librarians
Friday, May 7th at 9:00 AM in the Commission Room

DEADLINE FOR THE NEXT OFFICIAL BULLETIN IS NOON, MAY 6, 1965.

4/23/65-aw

OFFICIAL BULLETIN

San Francisco Public Library

VOLUME II, NO. IX MAY 10, 1965

BOOK BUDGET INCREASE (?)

As the bulletin went to press, the library budget is under consideration by the Board of Supervisors. Highlights of the budget are:

1. Mayor Shelley approves a book budget of $428,650, a $3,000 increase in the periodical subscriptions plus an increase in our McNaughton Book Rental Plan by 5% to a total of $62,475.00.

2. The Finance Committee of the Board of Supervisors in reviewing Mayor Shelley's recommendations, increased the book budget further by $71,350 making a total of $500,000 for book expenditure in '65-66. This body also approved eight of the nine clerical positions requested.

Many persons contributed to the presentation of the library budget. Special thanks must go to the Library Commission headed by Mrs. J. Henry Mohr and the Friends of the Library under the leadership of Mrs. Carl W. Stern.

All three daily newspapers editorially supported increased funds for the library, as did radio station KCBS. These, plus effective appearances at public hearings and an increased public awareness of the library due to NLW publicity must be acknowledged as the reasons for our success with Mayor Shelley and the Board of Supervisors.

WESTERN ADDITION BRANCH LIBRARY GROUND BREAKING

Actual construction of the long awaited Western Addition Branch Library will start when Mayor Shelley and the Library Commission will hold an official groundbreaking ceremony on Wednesday morning, May 19th at 10:00 A.M. Any library staff member who can be there is invited to attend. The new branch is constructed at Hamilton Square, Geary and Scott Streets.

SELF-CHARGE AT THE MAIN

Tuesday, May 18th will see the introduction of the Self-Charge circulation system at the Main Library...completing a project that started just over a year ago when Noe Valley Branch began a trial of the system on May 7, 1964.

Any fair appraisal of the experience in the past year would have to conclude that Self-Charge is working surprisingly well. With all branches now using the system it is hard to believe that the Library has only had about 20 written complaints, including the two recent letters to the Editor of the Examiner. It is of interest to note that most of these written complaints could have been avoided had some staff member explained the new system clearly and positively.

Obviously the introduction of Self-Charge at the Main will create a number of temporary problems and complaints from patrons can be expected to be greater than at the branches. But, there is no reason for any of these problems to become more than temporary inconveniences. Every staff member has received a complete briefing on the new procedures. Explanatory materials will be in good supply and all of us will have to be on our toes to see that patrons are given the proper assistance.

Self-Charge will be an accomplished fact in a short time and the benefits of the system, already proven in the branches, will apply throughout the San Francisco Public Library.

NLW SUCCESS

It seems rather useless to point out that NLW was a huge success. Almost all members of the staff had some part in the activities and they don't need to be told. Mrs. Gamble and the "Friends" did a truly outstanding job. Mrs. Hintereder and the staff also made important contributions.

All of the public functions were well attended, over 40 pages of publicity clippings have been gathered, and the Book Sale was simply stupendous. The Exhibit Room, during the book sale, looked as if Macy's and Gimbel's were both having a huge sale. Only a very few books were left...over 12,000 having sold at a profit of over $4,000.

STAFF PROFESSIONAL LIBRARY

Many books borrowed from the Staff Professional Collection are long, long overdue!!!! Staff members: please return the books so that inventory can be taken. (I'll call the tax collector.)

GENEROUS GIFT RECEIVED

The library recently received, through the Friends of the SFPL, a gift of $500 from Mrs. Elton L. Puffer in memory of Miss Elizabeth Buchholz. The money will be used to strengthen the book collection. Such a thoughtful gift is certainly a suitable memorial... and many thousands of people will enjoy it for many years to come.

MEETINGS

Library Commission - Tuesday, May 11th at 3:30 - Commission Room.

ACL - Thursday, May 13th from 9 to 5 - Exhibit Room.

Fiction Book Selection - Friday, May 14th at 9:00 am - Commission Room.

Children's Librarians - Friday, May 21st at 9:00 am - Children's Room.

DEADLINE

Copy for the next Official Bulletin must be submitted to the Public Relations Office by noon, Thursday, May 20th.

OFFICIAL BULLETIN

San Francisco Public Library

VOLUME II, NO. X May 21, 1965

SELF-CHARGE AT MAIN

As the bulletin goes to press, it appears that Self-Charge has been introduced at Main with almost no problems or complaints. Obviously, the experience gained at the branches during the past year has paid off, and now for the first time since 1949, the whole system is using a single circulation procedure. Mr. Martelle has asked that we pass on his thanks to everybody who has contributed to the effort to make this difficult transition so smooth.

WESTERN ADDITION GROUND BREAKING

Witnesses report that Mayor Shelley can really swing a pick. He so demonstrated at the groundbreaking for the new Western Addition Branch. Children from the surrounding schools, representatives of neighborhood groups and other city departments were on hand to see the first dirt fly on Wednesday morning. Mr. Clarvoe expects construction to be completed and the new branch to be in operation by early 1966. With shelving for 27,000 volumes, and seats for 80, this will be the largest branch built since World War II. A special feature will be the meeting room, which will seat 60, designed to meet the need in the Western Addition for that type of facility.

CANCER DRIVE

Cancer takes the lives of more school children than any other disease. The American Cancer Society reminds us of this fact this month as they conduct their annual fund drive. Donations to the Cancer Society have played an important part in the recent progress in dealing with this deadly malady. 1,300,000 people who had cancer five or more years ago are alive and well today, reflecting a welcome advance against what was once a sure killer.

Contribution envelopes have been distributed to all staff members. Please return them with your contribution as soon as possible.

RADIO PROGRAM MOVES

The Library radio program is moving to a new station, day and time.... and it will have a new home. Effective Sunday, June 13th, KGO AM & FM

RADIO PROGRAM MOVES (cont.)

will broadcast a library radio program at 8:05 PM each Sunday evening. The new title will probably be "Books & Authors".

As in the past, each program will feature an interview with an author or other personage from the book field. The "cast" usually will consist of Mrs. Nancy Nee, from the Literature Department and Dave Belch, Public Information Officer. Don't be confused when Belch is introduced as David Edwards...the radio people seem to think Edwards is more euphonious than Belch...and even Dave admits that Belch is bad manners.

The move to the larger AM station is a real boost for the radio program. KGO is the local ABC outlet, with a 50,000 watt clear channel...and a larger audience.

Plans are also underway to continue the Tuesday evening and Saturday afternoon broadcasts on KXKX-FM with a slightly different format. Plans for this should be announced soon.

BOOKS, STAMPS AND VAN VECHTEN

Mrs. Stopple announces the following activities and exhibits at the Main in the coming weeks:

1- Presently in the Rare Books Room is an exhibit of the best books of the year by the Western Publisher's Association. They are donating copies of all winning books to the library.

2- The library will be "stamp headquarters" during the period of the 20th Anniversary of the United Nations in June. The UN will use our Exhibit Room for the cancellation of "first day covers" on June 26th and for the sale of memorial stamps. Stamp sales will begin on June 7th.

   The UN will also provide a major exhibit of United Nations honorary stamps for the second floor rotunda during June.

3- In early June, the Library will show a major exhibit of the works of Carl Van Vechten, American critic, novelist and photographer. In conjunction with the exhibit, a bibliographic catalog is being prepared and printed by Paul Padgette, who is arranging the exhibit. Those who remember Mr. Padgette's Gertrude Stein exhibit of last year certainly look forward to the new exhibit.

BRANCH EXHIBITS

Casein paintings of San Francisco scenes by Pauline Blanc will be on exhibit at the Glen Park Branch from May 17th to June 17th.

Haitian Art from the collection of R. Alan Williams will be exhibited at Bay View Branch through May 29th.

CLA MEMBERSHIPS

With the annual CLA Convention planned for San Francisco in December, there should be increased interest in membership. Membership blanks are available in the Secretary's Office.

THANKS FROM UBC

The School of Librarianship at the University of British Columbia asked that all staff members who extended hospitality to Miss Cooper, Miss Detweiller and Mrs. Johnstone during their recent visit here be thanked for their helpfulness and courtesy. To avoid writing several dozen individual thank-you's, they asked Mr. Holman to pass on their appreciation. (Consider yourself thanked).

NEW COLLECTION OBTAINED

Miss Collopy announces the recent acquisition of a 275 volume collection on mountaineering and a 3,000 volume collection on jazz and folk music. These will both make important additions to our book stock.

RIDE NEEDED

If any members of the SFPL staff are planning to attend the UC extension lecture "JAPAN: Its Libraries and Librarianship" on Tuesday, June 22nd in Berkeley.... and would be willing to take a rider.. please contact the Literature Department.

MEETINGS

Staff Association, Wednesday, May 26th 3:00 PM in the Commission Room.
Non-Fiction Book, Friday, May 28th, 8:30 AM in the Commission Room.
THE LIBRARY WILL BE CLOSED ON MONDAY MAY 31st.. MEMORIAL DAY!
Branch Librarians, Friday, June 4th, 9:00 AM in the Commission Room.

DEADLINE

Copy for the next Official Bulletin should be handed in, IN WRITING, to the Public Relations Department prior to noon, Thursday, June 3rd.

5/21/65-aw

PERIODICAL DEPT.
JUN 10 1965
SAN FRANCISCO
PUBLIC LIBRARY

OFFICIAL BULLETIN

San Francisco Public Library

VOLUME II, NO. XI June 7, 1965

MONEY - MONEY - MONEY

There will never be all the money we need and want for operation of the Library, but two important steps have been taken in recent days.

As has been reported in the daily papers, the Board of Supervisors added over $70,000 to the book budget and the total increase in dollars to spend for books will be $118,850 in the coming year. This should be of major assistance in enriching the book stock. Eight new clerical positions were added, but the overdue books investigator was again deleted. The total 1965-66 operating budget will be $3,069,964, an increase of $187,703 over this year.

Just as we go to press, word comes from Sacramento that the California State Library has approved a grant of $60,456 under the Public Library Development Act to the San Francisco Public Library. These funds will be used for added reference and research materials, business, technical and science periodicals and increased clerical staff.

While the millennium is not upon us yet, recent events prove that when you demonstrate progress and plans for further improvements, funds can be found.

GIFTS

SFPL recently received a gift of over 800 volumes of literature, history, biography and philosophy from Mr. Max Koeppe. Included are many out of print items that will prove important additions to our holdings and a number of fine press books. Among the latter are two early Bruce Rogers items, printed at the Riverside Press in Cambridge, the Journal of a Voyage to Lisbon by Fielding, and Southey's Tour in the Netherlands. A charming statement appears in the prospectus to the Fielding: "No decoration has been used in this volume, its beauty consisting wholly in the attractiveness and legibility of the type, the proportion of page to paper, and the care with which the press-work has been done."

Our appreciation is also extended to Mr. Edgar M. Kahn who recently made us a gift of an inscribed first edition of his classic, Cable Car Days in San Francisco.

PERIODICAL DEPT.
JUN 10 1965
SAN FRANCISCO
PUBLIC LIBRARY

STAFF NOTES

Jerry Wright was recently installed as President of the SFPL Staff Association, succeeding Audrey Wood. All members certainly owe Audrey appreciation for her stewardship of the Staff Association for the past year.

Jerry took the gavel and then left immediately for a six week assignment at the ALA-IBM booth at the New York World's Fair. Fellow officers, Dawn Panasenko, Joan Dillon, Beverly Callahan and Lorretta Gill suggested that Board meetings be held in Miami Beach until Jerry returns. Treasurer Callahan vetoed this suggestion.

Effective June 14th, Miss Dorothy Hult will transfer from Ortega to North Beach Branch and Miss Reta Van Straaten will go from North Beach to Ortega. Mrs. Marjorie Hall (North Beach) will be at Ingleside while Miss Kincaid is at Bayview.

Mrs. Dorothy Peavey of Art/Music and Mrs. Brigitte Dickinson who has been on maternity leave have both resigned. Mrs. Patricia Sullivan who has been on maternity leave will return on June 16th.

Now, has everybody got everybody straight??? Please explain it to me, I'm confused.

Miss Betty Schwabacher of West Portal has been elected Treasurer of the Association of Children's Librarians for Northern California.

ANNEX ANNOTATIONS

Mrs. Goodwin reports that in the future there will be no lettering on book spines when they have mylar jackets. This will speed up processing, and that is important with the increased book budget for the coming year.

We have only been waiting since 1927.....but the first 25 drawers of duplicated catalog cards have been delivered and are reportedly things of beauty.

STAFF PROFESSIONAL LIBRARY

Miss Raith reports that the Staff Professional Library has been moved from the Branch Department to the Newspaper Room on the third floor. The clerk in that department will issue books.

CHILDREN'S DEPARTMENT

Miss Morris reports that the Summer Reading Program will officially begin on June 22, 1965.

MEETINGS

ACL - Thursday, June 10th, from 9:00 to 5:00 in the Commission Room.

Fiction Book - Friday, June 11th, at 9:00 A.M. in the Commission Rm.

Main Library Professional Staff - Wednesday, June 16th at 8:00 A.M. in the Commission Room.

Children's Librarians - Friday, June 18th at 9:00 A.M. in the Children's Room.

DEADLINE

Information for the next issue of this august publication should be delivered to the Public Relations Department by noon, Thursday, June 17th.

JUL 6 1965
SAN FRANCISCO
PUBLIC LIBRARY

OFFICIAL BULLETIN

San Francisco Public Library

VOLUME II, NUMBER XII June 18, 1965

SHORT NOTES

...Mr. Martelle, Mrs. Goodwin and Mrs. Stopple attended the conference on the Economic Opportunity Act at the University of California Extension Center, Friday, June 18th.

....Mrs. Panasenko and Miss O'Hanrahan are both on leave of absence to tour Europe.

...Miss Mary Ryan and Joe Morehead from Science & Technology, are on leave to attend Library School.

...Mr. Martelle leaves for Detroit on the 21st for his vacation and to attend the ALA Convention. Mr. Holman, Miss Morris, Miss Kincaid, and Commission President, Mrs. Lucille V. Mohr will also attend the ALA Convention.

..Stuart Boland has been named Assistant Director of National Library Week for the CLA in 1966. He graduates to full Director in 1967.

...Mrs. Augusta Baker, Coordinator of Children's Services at the New York Public Library visited Miss Morris recently.

...Mrs. Jacqueline Hirschberg who was a SFPL staff member until May 1964 is back temporarily in Science/Technology this summer.

...Donna Feliz (Science/Technology) has joined the 'jet set'. Last Tuesday evening, she and a friend flew to L. A. for the Giants-Dodgers game and were back to work the next morning. The Giants won that evening!

MEETINGS

Main Library Professional Staff Meeting (originally scheduled for June 16th) will be held on June 23rd at 8 AM in the Commission Room.

Branch Meeting will be held Friday, July 2nd at 9 AM - Commission Room.

DEADLINE

Copy for the next Official Bulletin must be received by July 1st!

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PERIODICAL DEPT.
JUL 6 1965
SAN FRANCISCO
PUBLIC LIBRARY

OFFICIAL BULLETIN

San Francisco Public Library

VOLUME II, NUMBER XIII July 2, 1965

CONSTRUCTION STARTS

The contract has been signed and actual construction will start on Monday, July 12 for the new Western Addition Branch. Best estimates indicate it will be completed shortly after the first of 1966.

RECORDS FALL

The Catalog Department processed 10,186 books and 225 phonorecords during June... an all-time record.

During the 1964-65 fiscal year, 14,358 new titles were cataloged..... also an all-time record.

Mrs. Goodwin reports that new records will continue to be established as the goal for 1965-66 is in the 17,000 to 18,000 new titles range.

SUMMER READING PROGRAM

Miss Morris reports that the Summer Reading Program is receiving a greater response than ever before. The Reading Aloud and Pre-School Story Hour programs will get underway next week. 19 Branches will have Reading Aloud and 16 will have Pre-School Story Hours.

Mr. Don De Voto of the San Francisco Hilton Hotel has again been kind enough to donate the International Ballroom of the Hilton for the Awards ceremony of the Summer Reading Program. This year, we will have the entire ballroom... and seating capacity of about 3,000. This event is scheduled for the evening of September 7th... so mark y our calendars accordingly.

SFPL PUBLIC SERVICES

One of our SFPL patrons is temporarily in Qui Nhon, Vietnam on military duty. Miss Mary Ashe of General Reference recently received a letter from him requesting reading lists on several subjects of interest. He said he had some time to do serious reading. She prepared lists and sent them off and recently got a letter of thanks. Our patron says that all of Vietnam is not quite as exciting and dangerous as we might think. His duties involve a six day week spent repairing office machinery.

JUL 6 1965
SAN FRANCISCO
PUBLIC LIBRARY

SHORT NOTES

... Mrs. Alice Jacobs, Portola Branch, has joined those SFPL Staff members in attendance at the ALA Detroit Convention.

... We have received a report that John Coll, Catalog Department, recently announced his engagement. Congratulations and great happiness to you and your bride-to-be!

... Jack Hansen, of "Jack's Place" (KPIX weekday mornings from 7 to 8 AM) will be reviewing children's books from the Summer Reading Program suggested reading lists every Monday for the next 10 weeks. Miss Morris is supplying materials and books to him.

RADIO PROGRAMS

The "BOOKS AND AUTHORS" program on KGO (Sunday evening at 8:05 P.M.) will have Sybil Leek, (AShop on the High Street"), David Lodge, ("Ginger-Yor're Barmy"), Hans Holzer, ("Ghosts I've Met"), and Louis Meyer ("The Customer is Always") as guests in the next few weeks. Plans for the KXKX program are still being finished on a week-to-week basis...but they are sure to be interesting...so listen on Tuesday evenings at 8:00 P.M.

MEETINGS

Monday, July 5th - LIBRARY CLOSED!

ACL Meeting, Thursday, July 8th, 9 to 5 PM in the Commission Room.

Fiction Book Selection, Friday, July 9th at 9 AM in the Commission Rm.

Children's Librarians, Friday, July 16th at 9 AM in the Children's Room.

DEADLINE

Copy for the next Official Bulletin must be received by July 15th.

PERIODICAL DEPT.
1965
SAN FRANCISCO PUBLIC LIBRARY

OFFICIAL BULLETIN

San Francisco Public Library

VOLUME II, NUMBER XIV July 16, 1965

IT HAPPENED !!!!

In the last Official Bulletin, we announced the actual construction would start on the Western Addition Branch on Monday, July 12th. IT DID!!!!

NEW FACES

This is the time of year when shining new faces appear behind Library counters. Mrs. Susan Fowler, a June graduate of U. C. (MLS) joined SFPL on July 1st. A brand new bride, she has already found a rather large family in the Children's Room. Mrs. Fowler's groom is studying for his PhD in Forestry at Berkeley. Another June graduate from Berkeley, is Miss Martha Platt, who will be splitting her time between Parkside and West Portal Branches. In the Science and Technology Department is Mrs. Mary Fitzgerald, who holds a BS in Biology and Chemistry from St. John's University and her MLS from Columbia University. Mrs. Fitzgerald comes to us from the University of Nevada Library in Los Vegas.

WOJCIECHOWSKA TO VISIT

Miss Maia Wojciechowska, 1965 Winner of the Newbery Award will visit the Main Children's Room from 4 to 6 on Tuesday, July 27th. That evening, the Children's Librarians will hold a dinner in Miss Wojciechowska's honor at Maximo's. Information and tickets ($5) are available from Miss Kincaid, Ingleside Branch. (Wojciechowska in the Children's Room???)

JOTS AND TIDDLES

...The Donald Pippin-Old Spaghetti Factory Sunday Concert on July 25th will feature a "Divertimento for Flute and Harp" by one-James Cleghorn. (Cleghorns in a Spaghetti Factory???)

...Theo Jung returned to the Public Information Department on July 16th after three months wandering through Germany, Hungary, England, etc.

...The San Francisco Museum of Art is featuring an exhibit entitled "FORMS OF THE WORLD'S WRITING" through the month of July. SFPL Rare Books Room contributed several items, as did the Dowie Museum of Anthropology, the East Asiatic Library of U. C. Rare Book Room.

PERIODICAL DEPT.
20 1965
PUBLIC LIBRARY

...Mr. Frank Quinn, Director--Human Rights Commission of San Francisco, will address our next Main Library Professional Staff meeting on Wednesday, August 18th at 8:00 A.M. The July MLPS meeting has been cancelled.

...Mr. Gilbert Pyle, our new guard, is now on duty. Please remember to wear your badge when on duty so that the guards may distinguish between staff members and the public. (Otherwise...zzzittt!)

...The Rare Books and Special Collections Department has purchased Bookmen's Price Index, Vol. 1, 1964 (Gale Research Corp.). BPI is an annual index to the prices of expensive rare books and other sought after out-of-print books and periodicals offered in catalogs published in the previous year by leading antiquarian and specialist dealers.

MEETINGS

Staff Professional Library Committee Meeting, Wednesday, July 21st in the Commission Room at 3:00 P.M.

Non-Fiction Book Selection, Friday, July 30th, Commission Room, 8:30 A.M.

DEADLINE

Must be in the Public Information Department before noon on Thursday, July 29th.

7/16/65-aw

PERIODICAL DEPT.
AUG 4 1965
SAN FRANCISCO
PUBLIC LIBRARY

VOLUME II, NUMBER XV July 30, 1965

SAN FRANCISCO PUBLIC LIBRARY SURPASSES LIBRARY OF CONGRESS

The following note was recently received by Mrs. Stopple:

> "I have worked for the Library of Congress for 16 years; I cannot understand the efficiency of your services.
>
> "I visited the Periodicals, Ready Reference and Social Science and History Departments. In forty minutes, I had not only received all necessary materials, but the reproduction machine made reproduction possible!
>
> Thanks, and congratulations.
>
> Michael Roof
> (Now Stanford Res. Inst.)
>
> P.S. The Library of Congress could never do this ("not on shelf".)

Mr. Belch is accepting contributions to have this message inscribed on a 20 foot square of marble and placed on the front steps.

THE LIBRARY HASN'T MOVED

Any staff member who returned recently from a vacation, may have some trouble orienting himself. All library buildings are still located in their traditional locations. No branches have been moved...the Main is still at McAllister and ~~Polk~~, LARKIN the Sun still arises in the East.

Actually, the confusion is easy to understand. We have a number of new faces...and a number of old faces are now doing business in new locations.

As we announced in our last edition, Mrs. Mary Fitzgerald, Mrs. Susan Fowler and Miss Martha Platt joined the Library during July. Mrs. Fitzgerald is in Science and Technology, Miss Platt is splitting her time between Parkside and West Portal, and Mrs. Fowler was in the Children's Room, but is now at Golden Gate Valley.

PERIODICAL DEPT.
AUG 4 1965
SAN FRANCISCO
PUBLIC LIBRARY

THE LIBRARY HASN'T MOVED (cont.)

On Monday, August 2nd, two more new faces will join the San Francisco Public Library. Mrs. Nancy Schimmel will be assigned to Marina Branch and Miss Renate Sommernitz will be in the Literature Department. Both are June 1965 graduates of the University of California Library School.

Then, to add to the confusion, a number of permanent staff members are changing assignments. Mrs. Annie Young is going to be in charge at Oceanview; Miss Carol Garner is moving from Presidio to Sunset; Mrs. Deanna Kobayashi is moving from Children's Room to North Beach; Mrs. Joann Forsell is going to Sunset from North Beach; Mrs. Margaret Ysturiz to Ingleside (in charge) from Richmond; Mrs. Gloria Nieman from Golden Gate Valley to Richmond and Mrs. Patricia Sullivan from Ocean View to Richmond.

We offer our best wishes to Miss Rose Suttey (Catalog) who retired at the end of June after thirty-seven years service with the Library.

Mrs. Frances Leon is resigning August 1st to move to Alaska, and, Mrs. Helen Hintereder is on a maternity Leave of Absence.

HORRIBLE EXAMPLE

Miss Edel Raith reports that a recent inventory of the Staff Professional Library Collection shows that over thirty volumes are MISSING! None of the following books can be located. If you can help in getting any of these returned to their proper home in the Bound Newspapers Department, it would be greatly appreciated.

MISSING IN INVENTORY FROM STAFF PROFESSIONAL LIBRARY

16 En64r :2	Enoch Pratt Free Library Reference books; 2d ed., 1951	copy 1
20.3 Am35a	A. L. A. A. L. A. glossary of library terms	678843
21.6 Sch27	Schenk, Gretchen Knief County and regional library development	688436
25 W563p	Wheeler, Joseph Practical administration of public libraries	62-02
25.2 En64 :2	Enoch Pratt Free Library Book selection policies	no acc.

25.2	Fiske, Marjorie	785135
F547b	Book selection and censorship	785492
		785493
		* 786425
		787741
		787742
25.3	Akers, Susan	
Ak37s	Simple library cataloging. 4th ed.	699333
:4		
25.3		
Ea86c	Eaton, Thelma	752084
:2	Cataloging and classification	
25.3		
M31c	Mann, Margaret	699468
:2	Introduction to cataloging and classification	596599
25.3	Shera, Jesse	731197
Sh51c	The classified catalog	
25.5	Hutchins, Margaret	659494
H97i	Introduction to reference work	678812
		678821
25.6	Flexner, Jennie	
F69c	Circulation work in public libraries	464081
25.8	Jesse, William	
J494s	Shelf work in libraries	one copy
27.4	American Library Association	
Am35p	Post-war standards for public libraries	63-32
27.4	American Library Association	734684
A351p	Public library service	734685
27.4	ALA	62-75
Am351ps	Cost of public library service	64-60
28	Winchell, Constance	
M88	Guide to reference books. 7th ed. Suppl. 2	1 unacc. copy
:7	Suppl. 3	2 unacc. copies
*j28.5	Meigs, Cornelia	
M476c	Critical history of children's literature	1 missing
28.7	Shores, Louis	693965
Sh78ba	Basic reference sources	693968
		698258
		698259

25.8 Am35ls	A. L. A. Studying the community	1 copy
351.3 K81la	Koch, Harry Administration and supervision	774146
*655 H71 ;4	Turner, Mary C. Bookman's glossary. 4th ed., rev., and enl.	62-44
778.1 H312p	Hawken, William Photocopying from bound volumes. Suppl. I	64-25

MEETINGS

Branch Librarians - Friday, August 6th at 9:00 AM in the Commission Room.

Fiction Book Selection - Friday, August 13th at 9:00 AM in the Commission Room.

DEADLINE

Material for the next Official Bulletin should be submitted in writing, prior to noon on Thursday, August 12th.

aw

PERIODICAL DEPT.
AUG 13 1965
SAN FRANCISCO
PUBLIC LIBRARY

OFFICIAL BULLETIN

San Francisco Public Library

VOLUME II, NUMBER XVI August 13, 1965

YEAR END FIGURES AVAILABLE

The annual toting up of the Library's growth during the past fiscal year is nearing an end.....some of the figures should be of interest:

The library now has a book collection of 1,008,935 volumes!!! While this is certainly a milestone in our growth, public celebration of this fact will be held to a minimum. It seems somewhat inappropriate to proclaim book poverty one day in order to obtain an increased book budget and then to turn around and brag that we have more than a million volumes a short time later. It is important to us that we need at least 500,000 more books to meet minimum ALA service standards, but to the general public holding one million volumes might well seem to be a great sufficiency.

Other figures: 531,387 volumes now in the Main; 85,204 volumes added during fiscal 1964-65; curculation last year was 3,400,476.

Of special interest is the fact that SFPL handled 1,071,480 reference inquiries last year. The last time these figures were compiled (fiscal 1961-62) the number was only 560,179. Main Library reference inquiries totaled 591,852. (I hope each of those represents a "right" answer.)

The SFPL's wallet sized "figures and facts" cards will be reprinted with the new information soon.

QUINN TO SPEAK

Frank Quinn, Director of the San Francisco Equal Opportunity Commission, will be the speaker at the Main Library Professional Staff meeting on Wednesday, August 18th in the Commission Room at 8:00 A.M.

PERIODICAL DEPT.
AUG 13 1965
SAN FRANCISCO
PUBLIC LIBRARY

CALL FOR DUNCAN HINES

Miss Collopy is in charge of preparing a list of suggested restaurants for the delegates who attend the CLA convention here in December. She would like staff members to send her information about their "special favorite" restaurants that librarians from out of town might enjoy during their visit. Name, location, specialities and price range might be included in your "annotation". The fact that the clam chowder tastes like library paste is not to be considered a good recommendation.

LIBRARY GUIDE SUPPLY LOW

The red and orange "Library Guide" published in April (25,000) is in extremely short supply. In order to insure that we have some copies available until it can be re-printed, please conserve those you have.

ECONOMIC OPPORTUNITY PROGRAM ENVISIONED

You can't believe everything you read.

News stories following the Library Commission meeting on August 3rd gave the impression that the Commission had approved a Library Program under the Economic Opportunity Act. Unfortunately, planning has not yet reached that stage. The Commission did approve plans for the Library Administration to work with the Economic Opportunity Council to develop a Library project in this area.

Under the terms of the EOA, any program will have to be developed with the cooperation, counsel and consent of those who are expected to benefit. This is the process that will be undertaken now and the Library EOA program will emerge. Preliminary thinking indicates that the project may be divided into two areas: one, a general program aimed at helping those in the target poverty areas to increase their communication skills, compete for higher paying jobs and increase their ability to assist their school age children; second, a youth program in the "work-training" area.

We'll have further reports as plans progress.

EDWARD CALLANAN IS COMMISSION PRESIDENT

Mrs. J. Henry Mohr, who has made great contributions to the Library in her twenty years on the Commission, relinquished the position of President of the Commission for reasons of health at the August 3rd meeting. She remains a Commission member.

Edward F. Callanan, Jr., who has been serving as Chairman of the Budget and Finance Committee of the Commission, was elected President. Mr. Callanan is an employee of the State Department of Industrial Relations and a devotee of Irish Literature.

THIS AND THAT

Joseph Morehead (University of Kentucky) and Mary Ryan (Washington University) are back in Science and Technology after leaves to attend Library schools this summer.

John Coll will marry on Saturday, August 14th.

Our condolances to Mrs. Dalisay Balunsat on the recent death of her father in the Philippines.

Future Executive Committee meetings of the Staff Association will be held on the third Friday of each month at 1:15 P.M. in the Commission Room. Don't forget, it is time to renew your membership in the Staff Association.

MEETINGS

Main Library Professional Staff Meeting - Wed., August 18, 8:00 A.M. Commission Room.

Children's Librarians - Fri., August 20, 9:00 A.M. Children's Room

Staff Association Executive Committee - Fri., August 20, 1:15 P.M. Commission Room.

Non-Fiction Book Selection - Fri., August 27, 8:30 A.M. Commission Room.

DEADLINE

Material for the next Official Bulletin should be submitted to the Public Relations Department, in writing, by noon, Friday, August 26.

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SAN FRANCISCO PUBLIC LIBRARY

OFFICIAL BULLETIN

San Francisco Public Library

VOLUME II, NUMBER XVII August 27, 1965

RADIO PROGRAM MOVES

Effective Sunday, August 29th, the Library radio program "Books and Authors" will be heard at 4:30 p.m. instead of 8:05 p.m. on KGO. This new hour will make it possible for us to hear Nee and Edwards and still not have to miss Ed Sullivan at 8:00 p.m. (Surely a great advance for culture.)

This change was completely unexpected, so we were caught with a supply of the bookmarks promoting the program on hand. Please see that these bookmarks are withdrawn and destroyed.

CITY AID FOR SCHOOLING AVAILABLE

On August 19th, the Civil Service Commission adopted a new rule: 31.4 - Employee Training Reimbursement Program; which may apply to Library personnel seeking further education.

The rule provides 50% reimbursement to qualified employees who take courses to prepare for promotion, and 100% reimbursement if the training is to improve an employee in his present job duties. Actual payments for tuition would be paid after the employee had actually completed a class successfully. In return for this aid, the employee is obligated to remain in the employ of the City for a period of two years after completion of the course. Otherwise, the funds would have to be repaid. Any employee who holds a permanent full time position and who has worked one year of continuous permanent service is eligible to apply.

A call to the Civil Service Commission produced the opinion that Librarians who wished to take extension classes in Library Science would qualify under this program. Further information and applications are available in the Personnel Office or from the Civil Service Commission.

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PERSONNEL NOTES

Two more librarians have joined SFPL. Miss Grace Wood is in the Children's Room and Miss Linda Fry is now in General Reference and Catalog Information. Both of these young ladies are recent graduates of UC Library School.

Mrs. Barbara Throolin has moved from Eureka Valley to Merced Branch. Miss Anne Schofield has moved from Merced to Sunset. Miss Anne Kincaid is now at Eureka Valley Branch. Miss Margaret Kostouros moves from Marina Branch to General Reference in the Main Library, and Mrs. Laurie May goes from General Reference to Parkside Branch.

If you have lost several members on the staff...if you find yourself calling 5 or 6 telephone numbers to locate the person you want...have heart!!!! A new Directory is being prepared and should be distributed right after Labor Day. Our only prayer is that there won't be any changes between the time the new Directory goes to press and its actual distribution.

TELEPHONE PROCEDURES

Many of us are not taking full advantage of the new Centrex telephone system. When a patron calls from outside and has the wrong department, don't tell him to hang up and dial again. Simply ask him to hold, depress the disconnect button and the City Hall Operator will come on the line. Then you can ask her to transfer the call to the proper number. This works for any number on the KL. 8 (or 558) exchange so you can transfer calls to any other Main department, to any branch or to any City office.

Telephone courtesy really pays off...and this is just another way we can give the public the kind of service they have a right to expect.

SPECIAL DELIVERY YET

There was a good deal of excitement at Parkside Branch the other morning. Miss Cullen, Miss Khachadoorian and Mrs. May arrived to find a Special Delivery Airmail letter from Las Vegas. (Las Vegas?)

It seems that a ten year old participant in the Summer Reading Program didn't want to take any chances about getting his ten book reviews in on time. Enclosed were his reactions to Black Beauty. (He thought the author had

done a good job of getting "inside the mind of the horse.)

Which brings us to the plug..... The Awards Ceremony for the Summer Reading Program will be held at the Hilton Hotel on the evening of September 7th. Participation this year has really grown and a large turnout is expected.

A sure sign that Summer is drawing to a close.... the pre-school and reading aloud story hours have been concluded for the Summer.

HOLIDAZE

The week of September 6th is going to be fun. Monday, the 6th will be the Labor Day holiday and Thursday, September 9th is Admission Day; also a holiday. Therefore, the Library will be closed on Monday, open on Tuesday and Wednesday; closed on Thursday; but open on Friday, and Saturday. People who call in sick on Friday, September 10th may expect their excuses to receive somewhat more scrutiny than usual. (All grandmothers' funerals have been cancelled for that day.)

MEETINGS

Fiction Book Meeting - Friday, September 10th, 9:00 A.M. - Commission Room.
Note: The Branch Meeting previously scheduled for Sept. 3 has been cancelled.

DEADLINE

Due to the holidays during the week of September 6th, the Official Bulletin will not come out until the following week. Copy must be in the Public Relations Office by Noon, Monday, September 13th. In writing, please.

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OFFICIAL BULLETIN

San Francisco Public Library

VOLUME II, NUMBER XVIII September 17, 1965

GOODBYE TO BOOK POCKETS

Soon the Catalog Department will stop putting book pockets and cards in new circulating books. Instead, the catalog card will be pasted in front to be used as a pocket for the date-due transaction slip.

An ID number will be stamped on the catalog card and branch name will be stamped on the flyleaf for distribution purposes. Author and title information needed for loan slips will be underlined.

Book cards can be removed from older books as they come up for circulation. Books returned from bindery and replacement copies of older titles not needing to have catalog card sets printed will still have a simple pocket typed in envelope or card form.

FECUNDITY STRIKES LIBRARY

Motherhood is breaking out at the library. Mrs. Helen Hintereder (Literature) has a new girl; Mrs. Nancy Hurley (Order) a boy; and Mrs. JoAnn Forsell (Parkside) a boy. Congratulations to all!!!

VISITACION VALLEY BRANCH TO MOVE

A lease has been signed for the new quarters of Visitacion Valley Branch. Remodeling is necessary at the new location which will double the floorspace of the branch. Presently located at 37 Leland Avenue, the branch will move just two doors down the street to 45 Leland Avenue. Date of the actual move cannot be determined until remodeling is completed.

SUGGESTED READING

The September issue of the WILSON LIBRARY BULLETIN carries a number of articles on the relationship of libraries to the War on Poverty. As plans are underway for a SFPL program in this area, staff members may find these interesting.

THE SPORTS PAGE

A spy reports that Chief Engineer Bill O'Brien intends to swim

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the Golden Gate on Sunday, September 19th. Won't somebody loan him a quarter?

SHOW BUSINESS

Our peripatetic radio program "BOOKS AND AUTHORS" seems able to confound with its convolutions. Because of network problems KGO (ABC) has pre-empted the Sunday evening time slot. The past week or two "BOOKS AND AUTHORS" has been heard at 9 A.M. on Sunday mornings. Because we are convinced that anyone awake at that unlikely hour must be in Church or on the golf course... a new home for the program was sought. Effective Sunday, October 10th, "BOOKS AND AUTHORS" will be heard each week on KNBR (680 on your AM dial) at 7:05 PM. A much more civilized hour.

MISS ASHE MATRICULATES

Mary Ashe, Head of General Reference, left last week to begin her studies for a M.L.S. at Columbia University. Good luck to her in her studies.

"BOOKS IN REVIEW"

The KXKX-FM program on Tuesday evenings at 8:00 PM has some interesting programs scheduled. On September 21 Anne Kincaid, Gil McNamee and George Alfred will discuss "Black Humor". Alice Holmes, Kay Roberts and Glenda Todd will review "Bay Area Periodicals" on September 28th and Lucy Carpenter, Bebe Behnke and Laurie May will discuss recent books about "California"...October 5.

STAFF LECTURE PLANNED

Our own Theo Jung will report on his recent trip to Europe as part of the Staff Lecture Series on September 30th. "Designer's Holiday" is the title of his lecture and he will show color slides taken in England, Germany, Austria and Hungary. Theo's was a postman's holiday....he visited book designers, typographers, calligraphers, engravers, graphic artists and a scribe. He will display books, prints, magazines and specimen sheets.

Make your plans now to attend this very interesting event. 3:30 PM on Thursday, September 30th in the Commission Room.

NEW BOOKLIST IN HISTORY DEPARTMENT

The History Department has compiled and had mimeographed a reading list on Vietnam. This project was the outgrowth of a radio

program on the same subject. Copies may be obtained on request.

MEETINGS

Non-Fiction Book Selection - Friday, September 24, at 8:30 AM in the Commission Room

Staff Lecture Series - "Designer's Holiday" by Theo Jung - Thursday, September 30 at 3:30 PM in the Commission Room

Branch Librarians - Friday, October 1st at 9:00 AM in the Commission Room.

DEADLINE

Copy for the next Official Bulletin must be turned in to the Public Relations Department by Noon, Thursday, September 30th. In writing, please.

STAFF PROFESSIONAL LIBRARY

Below are annotations on eight volumes recently added to the Staff Professional Library. This collection is located in the Newspaper Department, Main Library.

LIBRARIES OF THE FUTURE — 10.78 L618L

Licklider, J. C. R.
M. I. T. Press, 1965

This book is the final report of a two-year research project sponsored by the Council on Library Resources. It offers a thorough discussion of the potentialities and limitations of computers for library applications. In a general treatment of the whole library system as it may be in the future, the computer at once demonstrates its usefulness as a device for ease of transmission of knowledge, for speed, and for allowing independence of work. A summary of the project's research on the use of computers in specialized library functions is included in the second half of the book.

PHONOGRAPH RECORD LIBRARIES: THEIR ORGANIZATION AND PRACTICE — 25.178 In8p

Currall, Henry F. J., ed.
Archon Books, 1963

This volume of essays, originally published in Britain, describes every aspect of the work of record libraries. Though much of the material reflects British practice and theory, a good deal of information is applicable to American phonodisc libraries.

RECORDINGS IN THE PUBLIC LIBRARY — 25.178 P318r

Pearson, Mary D.
American Library Association, 1963

The administrator of the Recordings Collection at the Long Beach Public Library discusses the methods of establishing, maintaining, and administering a functional recordings collection in small and medium-sized libraries. She examines the relationship of recordings to other library materials, and outlines functional procedures for the selection, preparation and use of recordings. Included are discussions of such matters as equipment essential for recordings collection, circulation procedures, and the preparation of a policy statement.

PLANNING FOR PUBLIC LIBRARY SERVICE IN THE SAN FRANCISCO BAY AREA 27.4 C777

Coolidge, Coit and Wight, Ed. A
Public Library Executives of Central California, 1963

This is a study completed by Dr. Ed Wight and Coit Coolidge under the auspices of the Public Library Executives of Central California. Their thoughtful and provocative study assesses the problem of Bay Area libraries, and provide guidelines for future action.

One of their central themes is the need for regional and subregional coordination and integration of Public Library activities. If the public libraries in the Bay Area can become part of a regional "Pool", the library function will be strengthened.

DOORS TO MORE MATURE READING: DETAILED NOTES ON ADULT BOOKS FOR USE WITH YOUNG PEOPLE 28.5 Am35L :2

Walker, Elinor, comp.
American Library Association, 1964

The title is self-explanatory. Prepared by young adult librarians, "Doors..." is a continuation of "Book Bait" in that books included in the former continue beyond those in the latter on a more mature level. The format is the same, i.e., page-long annotations for each (c.125) adult book followed by suggestions for introducing the book, book talks, individuals or groups to whom the book might appeal; also, suggests other (c.300) titles concerned with similar situations for further reading.

This compilation comes from the Committee of the Young Adult Services Division, A. L. A., and was chaired by Elinor Walker. Included are plays, poetry, science, history, fiction, biography, novels. Title index. 191p.

ADMINISTRATION AND SUPERVISION: A STUDY GUIDE FOR CIVIL SERVICE 351.3 K811a

Koch, Harry
Ken-Books, 1960

A summary of the basic facts about those fields of public management with which the occupant of an administrative or supervisorial post should be familiar. Resume of rules and discussion of the many phases, duties, and relationships of the work of a supervisor in a public office. Covers organization, methods, personnel, public relations, reports, graphs and charts, etc.

ADMINISTRATION AND SUPERVISION; A SUPPLEMENT. A WORKBOOK OF QUESTIONS AND ANSWERS 351.3 K81las

Koch, Harry
Ken-Books, 1961

Companion volume to Koch's study guide.

LIBRARIES AND AUTOMATION Lcl.2 Au8/2

Markuson, Barbara Evans, Ed.
Library of Congress, 1964

Proceedings of the Conference on Libraries and Automation held at Airlie Foundation, Warrenton, Virginia, May 26-30, 1963, under the sponsorship of the Library of Congress, National Science Foundation, Council on Library Resources, Inc.

Criteria for inclusion: to give reader additional insight and to illustrate attitudes and uncertainties at this stage in the history of library mechanization.

Covers the following in seven sections: the library of the future; file organization and conversion; file storage and access; graphic storage; output printing; library communication networks; automation of library system. Each section is followed by a general discussion, appendix, and bibliography.

Profitable reading. Serious considerations in comprehensible language concerning general basics of automation with specific reference to the library world - their implications, uses, methods, mechanics, pros and cons.

Detailed table of contents are (inadequate) substitute for an index. Fairly long bibliographies. Illustrated with photos, charts, diagrams. 268 p.

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SAN FRANCISCO PUBLIC LIBRARY

OFFICIAL BULLETIN

San Francisco Public Library

VOLUME II, NUMBER XIX OCTOBER 6, 1965

PROPOSITION C

All Library staff members should take an interest in Proposition C on the November ballot. This proposal would authorize the Board of Supervisors to set city employee retirement benefits...just as the Board now sets wages, working conditions and other employee benefits.

At present any improvement in our retirement benefits must be approved by a majority of the general public voting in a city-wide election. Because it is difficult to sell a complex retirement proposal to the general voting public...city employees have not had an increase in their retirement benefits since 1948.

Retirement benefits should not be the subject of sloganeering political campaigns. In the past, city employees have donated large sums of money voluntarily to support campaigns for better retirement benefits only to lose the campaign. (Some people think that ballot proposals should concern broad policy decisions and that details and specifics are the province of the Board of Supervisors.)

In any event, those covered by State Civil Service don't have to go to a vote of the people to get retirement realignments....those in Federal Civil Service don't need a national vote to change their retirement benefits. No other county in California requires this cumbersome procedure.

San Francisco employees receive retirement benefits substantially lower than those granted in other California cities and counties.

For all of the above reasons it behooves Library staff members to assist in the campaign for YES ON C. Your dollars will help carry the campaign. Make sure your relatives and friends understand this proposal and get out to VOTE YES ON C on November 2.

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PICNIC PLANNED

All Library staff members are invited to attend a picnic on Angel Island on Sunday, October 24th. Hot dogs and cold drinks will be provided...games are planned...and sun, congenial company and the beautiful setting should combine to make this an outstanding event. Sponsored by the Staff Association (Jerry Wright, Head Boss), this is one excursion that you won't want to miss. The only charge will be for the boat trip to and from the island: $2.75 for adults and $1.00 for children...including admission to the island. Reservations and further information can be obtained from Betty Khachadoorian at Parkside Branch.

I wonder if our Engineer, Bill O'Brien, will swim to Angel Island just to save the boat fare???

TO ARMS....TO ARMS

The University Extension program in Continuing Education in Librarianship faces possible extinction. A legislative cut in the appropriation for University Extension resulted in the decision to abolish deficit programs. Continuing Education for Librarianship was one of these.

Many of the 500 participants in workshops and short courses offered during the past two years agree that the program has proven its merit.... it needs only more time to become fully established on a self-supporting basis.

Letters of protest may be addressed to Mr. Paul H. Sheats, Dean, University Extension, Room 1237 Administration Building, UCLA, Los Angeles, 90024. Copies should be sent to Mr. Morton Gordon, Director, University Extension, 223 Fulton Street, Berkeley, and to Mr. Robert Meyer, Chairman, Advisory Committee to University Extension in Librarianship, Lawrence Radiation Laboratory, Berkeley, California.

Wouldn't you just know it....as soon as the City Civil Service Commission approves a program to reimburse city employees for tuition paid for such courses...they kill the courses!!! WRITE A LETTER TODAY.

ONE BIG GIVE

Your attention is asked for the United Crusade drive now underway. Everyone should have received the Crusade folder and various staff members are now following up. Last year only 55 Library staff members gave. On an important project like the United Crusade we should do much better than that. You don't have to give any large amount....but please give.

SPARETIME JOB

Our neighbors, the students at Hastings, are looking for someone to type legal briefs in their spare time. There will be up to 100 briefs to be typed over a two or three month period. Anyone interested should contact: Jeffrey B. Lugash, 198 McAllister, He. 1-8383 or FI. 6-3475.

DANTE PROGRAM

The Friends are planning a program and lecture on October 21st in the Literature Room to honor the 700th anniversary of Dante Alighieri's birth. Speaker will be Dr. Uguccione Raniere di Sorbello. Despite the formidable name, Dr. di Sorbello is reportedly a charming and witty speaker. His subject will be, "Why Dante Today". In connection with this program the Library will exhibit historic illustrated editions of Dante borrowed from the Italian Government.

BOOKS

In addition to ordering, cataloging, shelving, paging, locating, loaning and reading books, SFPL staff members also manage to write and produce books of their own. Mrs. Marilyn Sachs, Children's Room, has a children's book, "Laura's Luck" on Doubleday's Fall list. Georgia Sackett, daughter of Mrs. Fern Lynch (Registration), is the author of the new Bobbs-Merrill cookbook, "San Francisco Firehouse Favorites" which was featured recently on the cover of Publishers' Weekly. Mr. Holman has written, Mrs. Holman designed and Roger Beacham has published a new book, "Library Publications" which is sure to become a collectors

item...not to mention its being a continual challenge for those preparing SFPL publications.

RADIO PROGRAMS

The October schedule:

BOOKS IN REVIEW - KXKX-FM, Tuesdays at 8:00 P.M.

Oct. 5 Books About California - Lucy Carpenter, Bebe Behnke and Mrs. Laurie May

Oct. 12 Urban Renewal - Dick Coenenberg, Bev Callahan, Dick Rafael.

Oct. 19 Cook Books - Mary Ryan and Linda Fry.

Oct. 26 Civil Rights - Anne Kincaid, Mrs. Eunice Parker, Lucy Carpenter.

BOOKS AND AUTHORS - KNBR, Sundays at 7:05 P.M.

Oct. 10 Erskine Caldwell

Oct. 17 David Brower of the Sierra Club

Oct. 24 Irving Stone

Oct. 31 Niven Busch

MEETINGS

Fiction Book Selection - Friday, October 8, 9:00 A.M. Commission Room

Children's Librarians - Childrens Room, Friday, October 15 at 9:00 A.M.

Staff Association General Business Meeting - Friday, October 15, 2:00 P.M. in the Commission Room.

NOTE:

THE LIBRARY WILL BE CLOSED ON TUESDAY, OCTOBER 12th, COLUMBUS DAY.

DEADLINE

Copy for the next Official Bulletin must be turned in to the Public Relations Department by Noon, Thursday, October 14th. In writing please.

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SAN FRANCISCO PUBLIC LIBRARY

OFFICIAL BULLETIN

San Francisco Public Library

VOLUME II, NUMBER XX OCTOBER 18, 1965

DON'T FORGET...

...The Staff Association Picnic on Angel Island, Sunday, October 24th. Information and reservations: Betty Khachadoorian, Parkside Branch. Deadline for reservations is Wednesday, October 20th. You won't want to miss this. (Bill O'Brien has decided not to swim to the island.)

...Dante Lecture in the Literature Room, Thursday, October 21st at 8:00 PM. Dr. Uguccione Ranieri di Sorbello will be the speaker. This program is sponsored by the Friends of the Library.

...All staff members who were asked to prepare comments on the proposed SFPL Development Plan are reminded that their comments are due in the Librarian's Office by October 22.

PROPOSITION C

Over $150 has been raised to support the campaign for passage of Proposition C. Every full-time permanent employee of the Library has an important stake in this proposition and we should make a bigger contribution ...other city departments have done much better. If you will contribute, please see Mr. Wurm. Mr. Wurm's report on donations will be posted on the Staff Bulletin Board soon.

UNITED CRUSADE

An incomplete report indicates that 124 Library staff members have donated $1,748 to the United Crusade. Last year 55 staff members gave $1,656. Please see that any donations still not turned-in are forwarded to Mr. Belch as soon as possible.

VISITACION VALLEY BRANCH

Visitacion is closed while the new building is being prepared and books are moved. The new quarters are twice as big as the old. We will have a firm opening date in the next Official Bulletin.

VOLUNTEERS NEEDED

Anyone who could help stuff convention kits for the California Library Association on the night of November 17th is welcome, nay, implored to come to the Catalog Department after 6:00 PM. The Registration Committee for the conference to be held at the Hilton (Dec. 7-11) will need many hands that night and also volunteers to man the Registration booths at the hotel during the conference. Here is a good chance to serve your association. Contact Sally Christopherson, Ext. 4633 for information.

By the way, we hear that Versa Cullen (Parkside Branch) will be a candidate for Secretary of the Golden Gate District, CLA.

REQUIRED READING

The Worm-Runner's Digest - a world famous scientific publication from the University of Michigan - has just anthologized its best humorous articles in "The Worm Re-turns" edited by James V. McConnell. Librarians should not miss the story The Last Canute which tells how librarians contributed to the end of our modern world. There may be more truth to the story than we would like to believe. The book is in Literature... 817 W894w.

EXHIBITS

2nd and 3rd Floors - Illustrated Editions of Dante dating from 1487 and including the 1st Aldine edition of Dante. Also the Dali illustrations (3rd Floor). This exhibit will close on October 30th.

Exhibit Room - The International Hospitality Center has organized a show of nine Japanese painters which will be in the Exhibit Room through October 30th.

MEETINGS

The first Fall Story Hour will be in the Commission Room on Tuesday afternoon, October 26th at 4:00 PM.

Non-Fiction Book Selection - Friday, October 29 at 8:30 AM in the Commission Room.

DEADLINE Copy for the next Official Bulletin must be submitted, in writing, no later than noon, Thursday, October 28th.

FLASH!!!!!!

We almost forgot the Main Library Professional Staff meeting.....Miss Morris will be the speaker..."Children's Library Services in the Main"... 8:00 AM, Wednesday, October 20th in the Commission Room.

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OFFICIAL BULLETIN

San Francisco Public Library

VOLUME II, NUMBER XXI NOVEMBER 1, 1965

FRIENDS MEMBERSHIP DRIVE

The following letter has been received from the Friends of the San Francisco Public Library:

"November 1 is the beginning of a new membership year for the Friends - a year in which we hope to make great strides in our program of making the San Francisco Public Library a subject of strong community concern and positive support.

"Many librarians and other Library staff members are long-time valuable members of the Friends, and we hope that many more will join this year. The Friends volunteers and the Library staff have always worked closely together on projects to help our Public Library become one of the outstanding metropolitan libraries in the nation.

"When your membership request letter arrives, we hope you will give us your support by joining the Friends of the San Francisco Public Library."

UNITED CRUSADE

152 members of the library staff have donated $2,087.50 to the United Crusade thus far. This can be compared with the $1,656 donated by 55 staff members in 1964.

Any staff member who still intends to make a contribution should send it to the Public Relations Department as soon as possible.

A duplicate copy of the report of contributions forwarded to the United Crusade office has been prepared and submitted to the Librarian's Office.

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ATTENTION CANDY LOVERS

Mrs. Williams (Librarian's Office) has a supply of discount cards allowing Library staff members to receive a discount on Christmas candy from MacFarlane's Candies. Anyone wishing one of the cards should address their request to Mrs. Williams.

VISITACION VALLEY OPENS NEW HOME

Visitacion Valley Branch opened in its new home (two doors from the old home) at 45 Leland Avenue last Wednesday, October 27.

Nina Kline reports great local interest and happiness with the new quarters which provide better lighting, a brand new floor, and twice the space they had before. Open only two days when we talked to her, Mrs. Kline reported lots of patrons had already found their way to the new location.

HERE AND THERE

...Al Campos (Engineer) is the proud father of a son. Mother and child are doing well but Al is taking a week off to recuperate. We expect Al back with pictures and cigars in a few days.

...Bev Callahan reminds that 1966-67 Budget Request Forms should be turned in by December 3.

...Horace Cayton drew a good crowd at Bayview last Wednesday evening and was a very interesting and witty speaker. Jerry Wright is now working on getting good crowds for the five "Consumer Education" lectures that will be held at Bayview during November. (7:30 each Monday evening)

...Free passes to the 1965 Office Equipment Show, November 2,3,& 4 at the Palace Hotel and available to anyone interested. Call the Public Relations Department.

...The smiling new face in Science and Technology is Richard Shouse. He is a graduate (with MLS) of Rutgers and has been working at

the Philadelphia Free Library. Dick also has a Masters in History from the U. of Pennsylvania. (He spent his Jr. year in India) and is originally from Southern California.

...We understand that the Staff Association Picnic on Angel Island was a huge success. Being held on the hottest day of the year (89 in October !!??) added to the fun. A complete report is promised by the Staff Spectator which will be out soon.

THE LADY FROM S.F.P.L.S.A.S.C.

The S.F.P.L.S.A.S.C.* cordially invites you to attend a rummage and food sale which will be held at the Main Library on November 18th and 19th. Proceeds will benefit the committee's bottomless treasury.(?) Announcements concerning particulars will be forthcoming, Mrs. Eunice Parker, Chairman, promises.

MEETINGS

Story Hour - Tuesday, Nov. 1 at 4:00 PM in the Exhibit Room.

Branch Librarians - Friday, Nov. 5 at 9:00 A.M. in the Commission Room.

Fiction Book Selection - Friday, Nov. 12 at 9:00 A.M. - Commission Room.

DEADLINE

Material for the next Official Bulletin should be submitted in writing to the Public Relations Department by noon, November 11.

*Sanfranciscopubliclibrarystaffassociationscholarshipcommittee

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OFFICIAL BULLETIN

San Francisco Public Library

VOLUME II, NUMBER XXII NOVEMBER 15, 1965

LIBRARY ACQUIRES GRABHORN COLLECTION

"The Robert Grabhorn Collection on the History of Printing and the Development of the Book" has been acquired by the Library and will be housed in the Rare Books and Special Collections Department.

The collection which is one of the finest of its kind in the nation was purchased through a joint effort of the Friends of the San Francisco Public Library and the Library. A grant of $5,000 from the San Francisco Foundation will be applied to the purchase price. About half of the total purchase price has been paid and the Friends have assumed the responsibility of completing the purchase over the next two years.

City Librarian William R. Holman hails the acquisition as, "the most significant collection ever to come to the Library at one time." "We now have a collection equal to anything held by a public library in the West."

Formal presentation of the collection to the Library will take place Wednesday, November 17th, in the Rare Books Room at 5:00 to 6:30PM. Mayor John F. Shelley will preside. The Grabhorn Collection will be exhibited on the third floor and in the Rare Books Room until the 1st of November.

For those interested in more information about this acquisition we will circulate copies of the news release announcing the purchase.

SCHOLARSHIP RUMMAGE SALE

Come One!!! Come All!!! Big things will be happening in the Main Library Staff Room this Thursday and Friday when the Staff Association

will hold a GIGANTIC rummage and food sale. Proceeds will be for the Scholarship Fund. From 10:00 AM to 4:00 PM each day (Nov. 18 & 19) bargains will abound....food stuffs will be available to assuage that craving in your stomach.

If you have treasures (or white elephants) send them to George Alfred in the Branch Room. Perishables accepted on sale days.... call Miss Raith at Golden Gate Valley and let her know about these.

Bring your money and COME TO THE RUMMAGE & FOOD SALE!!!!!!!!

GERMAN MOVIES

In commemoration of the death of Thomas Mann, the German Consulate and the Friends of the Goethe House in San Francisco are sponsoring the showing of two programs of German literary films in the German Language here at the Library.

December 1st: BUDDENBROOKS and IM SPIEGEL
December 8th: CONFESSIONS OF FELIX KRULL and HERR UND HUND

Both programs will be held in the Exhibit Room at 7:00 PM. Admission will be free.

FRENCH LESSONS

The YWCA (620 Sutter) will offer a series of beginning and brush-up French lessons, starting November 16th. The classes will meet once a week for 8 weeks, 7 to 9 on Tuesday evenings. Information can be obtained by calling 775-6500.

WEDDING BELLS

All of us join in wishing great happiness to Renate Sommernitz (Literature) who became Mrs. Don Schaeffer on November 6th.

SURVEY AVAILABLE

Miss Helen Ridgeway recently completed a survey of the Sausalito Public Library. She has copies of the report and anyone interested is welcome to borrow them. Contact Miss Ridgeway in the rear of the Special Collections Department.

DISCUSSION OF TOURS

A discussion of the what, when, why, how and whatever of library tours will be the featured subject at the Main Library Professional Staff Meeting on Wednesday morning (8:00 AM) November 24th.

NOTICE

THE LIBRARY WILL BE CLOSED ON THURSDAY,NOVEMBER 25. IT'S THANKSGIVING!!

NEW FACES

Welcome to Miss Oliffe Cashato and Mrs. Clarissa Armstrong, both clerk-stenographers. Miss Cashato will be in Public Relations and Mrs. Armstrong in the Children's Services Office.

MEETINGS

Staff Professional Library Committee:
Wed., Nov. 17 at 3:00 PM - Commission Room

Formal Presentation of Grabhorn Collection:
Wed., Nov. 17 between 5:00-6:30 PM - Rare Books Room

Association of Children's Librarians:
Thur.,Nov. 18 at 9:00 AM - Exhibit Room

Rummage & Food Sale:
Thur.&Fri, Nov 18-19,10:00AM-4:00 PM - Staff Room

Children's Librarians:
Fri., Nov. 19 at 9:00 AM - Children's Room

Staff Association Executive Committee:
Fri., Nov 19 at 5:00 PM - Commission Room

Main Library Professional Staff:
Wed., Nov. 24 at 8:00 AM - Commission Room

Non-Fiction Book Selection:
Fri., Nov. 26 at 8:30 AM - Commission Room

DEADLINE

Copy for the next official bulletin must be submitted to the Public Relations Department no later than Noon on Friday, November 27th.

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SAN FRANCISCO
PUBLIC LIBRARY

OFFICIAL BULLETIN

San Francisco Public Library

VOLUME II, NUMBER XXIII NOVEMBER 29, 1965

CLA CONVENTION

The annual CLA convention will be held at the San Francisco Hilton Hotel commencing on Tuesday, December 7th. Over 1500 librarians from throughout the state will attend this meeting.

Highlights of the program will include an address by Bishop Gerald H. Kennedy titled, "Not to be Amended"; Mr. Daniel M. Luevano, Regional Director of the Economic Opportunity Program will discuss Community Action Programs; and a discussion of Dr. Lowell Martin's report "Public Library Service Equal to the Challenge of California".

SFPL people are much involved in the planning of the convention. Mrs. Goodwin is Chairman of the Registration Committee and Beverly Callahan is Chairman of the Finance Committee.

GIFT OF MICROFILMS

Mr. Cassaleggio reports that the Christian Science Committee of Publications has donated a complete file of microfilms of the Christian Science Monitor to the Library. Starting with November, 1908 the file runs through 1964. This is certainly a valuable addition to our holdings.

CHRISTMAS TREE

The Staff Association will decorate the annual Christmas Tree in the lobby of General Reference on Friday afternoon, December 3, at 1 PM. Volunteers are needed, particularly those staff members who are over 7 feet tall. Volunteers, even those under 7', should call Beverly Callahan - 3031.

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BOOK SALE

The Friends are already underway on their 2nd Annual used book sale. This was one of the most successful events of Library Week 1965 and the proceeds were applied toward purchase of the Grabhorn Collection. The Friends still need funds to complete that purchase so plans for the 2nd book sale promise to be "bigger & better". Boxes have been placed in all branches and at Main to receive donations of books, prints and records. We should all plan to bring our own unwanted books and urge others to do likewise.

SCHOLARSHIP RUMMAGE SALE

A lot of junk.....excuse me, I mean.....a number of interesting items have found new homes and the Scholarship Committee is $104.50 richer as a result of the rummage sale held in the Staff Room on the 18 & 19th of this month.

MEETINGS

Fiction Book Selection - Friday, December 10, 9:00 AM, Commission Room.

DEADLINE

Copy for the next Official Bulletin must be submitted, in writing, to the Public Relations Office by noon, Thursday, December 9th.

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OFFICIAL BULLETIN

San Francisco Public Library

VOLUME II, NUMBER XXIV DECEMBER 13, 1965

SALE OF NOTECARDS OK'D

According to File No. 408-65: Ordinance No. 279-65 which amends the Administrative Code by adding Section 8.21: given final passage by the Board of Supervisors on November 17th and signed by Mayor Shelley on November 22.....the Library can now legally print and sell the note cards that were introduced last Summer.....as long as we collect the State Sales Tax and pay the amount collected into Account No. 19-603887.

All of which leads one to believe that we can now sell note cards but that things have become a little complicated. Too, Too, True.

Because the City now has a financial interest in the notecards it will be necessary that we have an inventory. Each branch should count and report to the Public Relations Department how many of each style of card they have on hand. As soon as the inventory is sent tn you can put the cards on sale. Sales tax must be charged on all future sales. We will send you sales tax charts as soon as we can obtain them, but in the meantime just remember that the rate is 4¢ per $1. It will also be necessary to report card sales on your daily cash report. Add one line for "Cards" and another for "Sales Tax"...these must be reported separately on both the daily and monthly cash reports.

Contact the Public Relations Department for additional stocks of individual cards as you sell out. We actually have very few on hand but we should sell those we have and then plan on a new series of cardsearly in 1966. Questions about reporting of receipts, etc., should be addressed to Mr. Chin in the Secretary's Office.

CLA CONVENTION

Our spies haven't submitted their reports so we can't give you a rundown on the convention as yet. Mr. Holman did comment that he was proud of the people representing SFPL and asked us to pass on his thanks and congratulations to those who did so much to make the convention a success.

CHRISTMAS PARTY

A reminder and invitation: The Staff Association Christmas Party will be held at Marina Branch on Sunday, December 19th, from 5 to 8 pm. Admission is $3 each for Staff Association Members and their guests, and $3.50 each for non-members and their guests.

Food, music and general jollys are promised for one and all; so make your reservations now and be there Sunday. Reservations should be addressed to Joan Dillon in General Reference or to Betty Kachadoorian of Parkside Branch.

WEDDING BELLS

Lucy Carpenter (History) has gotten her Wedding and Christmas bells all going at once. Lucy will wed San Francisco attorney Harry Freeman in Connecticut on December 26th. Marry Christmas and years and years of happiness to Lucy and Harry.

STAFF PROFESSIONAL LIBRARY

The following are recent acquisitions of the Staff Professional Library, and are available from the Collection which is housed in the Newspaper Room, 3rd floor, Main Library. The annotations were prepared by members of the Staff Professional Library Committee.

21
W582b White, Carl M.

Bases of modern librarianship; a study of library theory and practice in Britain, Canada, Denmark, the Federal Republic of Germany and the United States. New York, Macmillan, 1964.

A series of lectures that were given at Ankara University in Turkey. The United States, Britain, and Germany sent representatives, outstanding in their fields, to give accounts of their library service. Canada and Denmark were unable to attend but participated by sending papers which are included in the book.

The comparative study of library systems enables the libra--rian to turn others' experience to their own advantage, and adapt techniques developed by other librarians to their own uses.

22.9
L616Li Library Equipment Institute

The library environment: aspects of interior planning; proceedings. Chicago, A.L.A., 1965

This report on the ALA's 1964 Institute on Library Equipment includes the texts of the formal papers delivered as well as the panel and open-floor discussions that followed. General topics are furnishings, illumination, audio services, transporting books and people in the library, and flooring.

25.3
F946c Fry, George and Associates.

Catalog card and reproduction. Chicago, ALA, 1965

A study undertaken by the Library Technology Project to provide librarians with a guide to an important function, that of the selection of a process or processes for reproducing catalog cards. The manual is divided into three parts (1) a review of the problem of obtaining catalog cards, (2) a detailed description and discussion of the equipment and procedures for thirteen processes for obtaining or reproducing cards, and (3) tables which show the comparative costs of these various processes.

25.4
M626u Mills, Jack

The Universal decimal classification. New Brunswick, N.J.: Graduate School of Library Service, Rutgers, 1964.

This collection of papers evaluates the U.D.C. in terms of its effectiveness in organizing materials for information retrieval. In addition to giving the historical background of the U.D.C., the study describes its distinctive characteristics, advantages, disadvantages, weaknesses and limitations. The appendix contains lists of abstracting and indexing journals and services that use the U.D.C., as well as a description of various existing U.D.C. installations.

27.4
C349s Chait, William and Ruth Warncke

A survey of the Public Libraries of Ashville and Buncombe County, North Carolina. Chicago, ALA, 1965.

A community-requested study of what may be done in a geographically isolated and economically deprived area to improve library service.

LATE NOTICE

Somehow we missed Governor Brown's November 18th announcement that he was reappointing Mrs. Marjorie Stern and Mrs. Lucile V. Mohr to the Public Library Development Board. This is a high compliment to both Mrs. Stern and Mrs. Mohr for their dedication and accomplishment..... on behalf of SFPL and libraries throughout the State. We are fortunate in that San Francisco is the only library in the State with two representatives on this important board. Our congratulations to Mrs. Mohr and Mrs. Stern and thanks for their continuing efforts.

MEETINGS

Children's Librarians - Friday, December 17th at 9:00 am in the Children's Room.

Staff Association Executive Committee - Friday, December 17th at 1:00 pm in the Commission Room.

STUPENDOUS, GALA, FESTIVE STAFF ASSOCIATION CHRISTMAS PARTY - Marina Branch, Sunday, December 19th from 5 to 8 pm.

DEADLINE

Material for the next Official Bulletin must be submitted, in writing to the Public Relations Department by Thursday, December 23rd.

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206-5-669